

**To: All Members of Llanrhidian Higher Community Council Finance Committee**

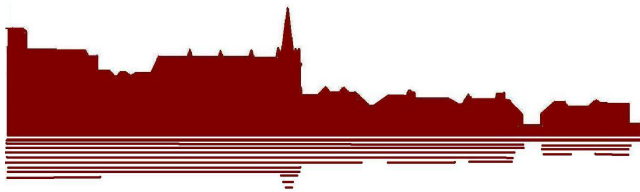
**Dear Councillor,**

**You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL FINANCE COMMITTEE to be held at 7.00 p.m. on Tuesday, 12<sup>th</sup> November 2024 at Penclawdd Community Centre, Penclawdd.**

**Public questions are included at Item No.6 and must relate to items listed on the agenda. To access the meeting via the telephone, please contact [clerk@llanrhidianhighercommunitycouncil.co.uk](mailto:clerk@llanrhidianhighercommunitycouncil.co.uk) no later than 2 days before the start of the meeting to receive an invitation.**

**AGENDA**

		<b>Page No.</b>
<b>1.</b>	<b>Apologies for Absence.</b>	
<b>2.</b>	<b>Disclosures of Personal and Prejudicial Interests.</b>	<b>3-4</b>
<b>3.</b>	<b>To Approve and Sign as a Correct Record the Minutes of the Finance Committee Meeting held on 11<sup>th</sup> June 2024.</b>	<b>5-8</b>
<b>4.</b>	<b>Public Question Time (Must be related to items listed on the agenda – 10 Minutes). (Verbal)</b>	
<b>5.</b>	<b>Quarterly Discussion with the Grounds Maintenance Contractor – Quarter 2 2024-25. (Verbal)</b>	
<b>6.</b>	<b>To Monitor the Biodiversity and Environment Development Action Plan.</b>	<b>9-13</b>
<b>7.</b>	<b>To Monitor the Council Budget 2024-2025 and to Agree the Draft Budget 2025-2026.</b>	<b>14-16</b>
<b>8.</b>	<b>Grants and Donations 2024-2025.</b>	<b>17-19</b>
<b>9.</b>	<b>To Monitor the Risk Management Schedule.</b>	<b>20-27</b>
<b>10.</b>	<b>To Agree Burial Fees &amp; Charges 2025.</b>	<b>28-30</b>



11.	Items Referred to the Finance Committee by Council - None.	
12.	Council's Property Maintenance Schedule.	31-35
13.	Finance Committee Work Plan. (For Information)	36-38
	Next Meeting: - January 2025	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse PSLCC  
Clerk to the Community Council  
5<sup>th</sup> November 2024

#### Finance Committee

Vacant	Councillor Paul Tucker
Councillor Sarah Hughes	Councillor Adam Woolliscroft
Councillor Melissa Roberts	

**Quorum – 3**

Item No. 2  
**Disclosures of Interest**

**To receive Disclosures of Interest from Councillors and Officers**

**Councillors**

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

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

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

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

## **Officers**

### **Financial Interests**

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



**Llanrhidian Higher Community Council**

**Minutes of the Finance Committee Meeting**

**Held at Penclawdd Community Centre**

**on Tuesday, 11<sup>th</sup> June 2024 at 7.30 p.m.**

**Present:**

**Councillors:** Sarah Hughes, Melissa Roberts, Paul Tucker and Adam Woolliscroft

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

**Also Present:** Jonathan Davis – Ground Maintenance Contractor

**1. To Elect the Chair of the Finance Committee for the 2024-2025 Municipal Year**

**Resolved** that Councillor Paul Tucker be elected Chair of the Finance Committee for the 2024-2025 Municipal year.

**(Councillor Paul Tucker (Chair) presided)**

**2. To Elect the Vice-Chair of the Finance Committee for the 2024-2025 Municipal Year**

**Resolved** that Councillor John Davies be elected Vice-Chair of the Finance Committee for the 2024-2025 Municipal year.

**3. Apology for Absence**

An apology for absence was received from Councillor John Davies.

**4. Disclosures of Personal and Prejudicial Interests**

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

Councillors Paul Tucker, Adam Woolliscroft and the Clerk declared personal interests in Minute No. 15 – Annual Fees / Pitch Hire Costs 2024-2025.

Councillor Paul Tucker declared a personal interest in Minute No. 14 – Grants and Donations 2024-2025.

**5. Minutes**

**Resolved** that the Minutes of the Finance Committee meetings held on 12<sup>th</sup> March 2024 be signed and approved as a correct record.



**6. Public Question Time**

None.

**7. Quarterly Discussion with the Grounds Maintenance Contractor.**

Jonathan Davis (JD), Ground Maintenance Contractor attended the meeting to discuss the Ground Maintenance Contract (GMC) 2019-2024 and any ground maintenance issues. He updated the meeting on the work completed under the terms of the GMC.

The Chair and Committee thanked JD for his ongoing work on the current Community Council projects. The meeting discussed the following: -

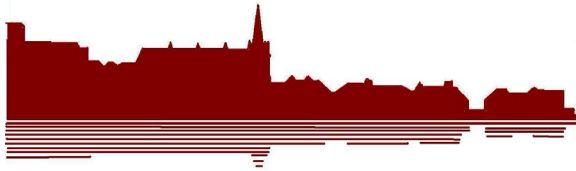
- Annual Maintenance Programme – Was currently up to date except for Dunraven being cut.
- Dan Y Graig – The Football Club had requested additional work on the goalmouth nearest the main entrance. JD highlighted the need for germination / watering.
- Penclawdd Recreation Ground – The Clerk stated that a complaint had been received from a neighbouring property to the pitch. Children had been throwing larger stones into his property and a request had been made to remove the large stones / allow them to be covered by grass. It was also proposed that the locked gate be opened.

Action(s) – 1) Allow the grass to grow over the larger stones and replace / remove the larger stones from the entrance. 2) JD arranges for the gate to be unlocked.

- Drainage at Graig Y Coed – JD provided a detailed update on the position at Graig Y Coed and the additional works that had been undertaken to remove the large amount of water from the football pitch. It was explained that progress had been by a trial-and-error process. The Chair requested that the Clerk writes to Swansea Council as landowners and highlights the additional costs being incurred and how it could result in the Community Council handing the site back to Swansea Council.

Action(s) – 1) Clerk to contact Swansea Council to highlight the issues discussed, particularly the costs.

- Bowls Green – JD stated that the rinks were being moved and requested the Clerk writes to the clubs to politely request that the rinks are not moved. The Clerk also added that the main gates were being left wide open when cars were driving to the disabled car park which could allow horses to gain access to the



ground. The Clerk also highlighted that the pipes within the changing rooms required lagging / electrical thermostat to prevent pipes bursting, which was also a request from the Council's insurers. This had been commenced as part of the insurance works last year and would be an extension of that work.

Action(s) – 1) The Clerk writes to the Bowls Clubs as outlined above. 2) Rob Watkins be requested to proceed with the necessary works to the pipework.

**Resolved** that the discussions be noted and the actions be added to the Community Council Tracker Report.

**8. To Monitor the Biodiversity and Environment Development Action Plan.**

The Clerk reported 'for information' the updated Biodiversity and Environment Development Action Plan. It was noted that the orchids on Penclawdd Recreation Ground were spreading.

**9. To Monitor the Risk Management Schedule.**

The Clerk presented the updated Risk Management Schedule.

**Resolved** that the contents of the report be noted.

**10. Items Referred by Council.**

None.

**11. To Monitor the Council Budget 2024-2025.**

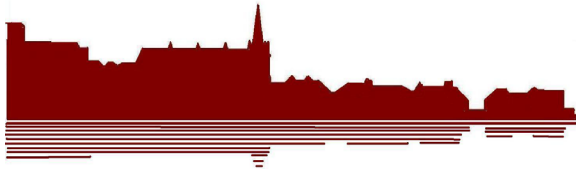
The Clerk presented the up-to-date budget spend for 2024-25.

**Resolved** that the contents of the report be noted.

**12. The Council's Property Maintenance Schedule.**

The Clerk presented the updated Council property maintenance schedule and 5-year capital works programme 'for information'. The following was discussed: -

- Tennis Nets at Llanmorlais – Councillor Melissa Roberts reported that the nets may have been damaged. **Resolved** that the Clerk orders new nets to keep in storage.
- Penclawdd Playground – Councillor Adam Woolliscroft highlighted that the tarmac strip in the centre of the playground required repair / painting. **Resolved** that the job be progressed / quotations obtained.
- Hybrid Meetings – The Clerk stated that the new Local Area Co-ordinator had requested to attend Council meetings online owing to family commitments. It was suggested that she could meet with a small group of Councillors and report



progress to them instead of attending evening meetings. **Resolved** that the Clerk progresses the option.

**13. Finance Committee Work Plan.**

The Finance Committee Work Plan was presented 'for information'.

**14. Grants & Donations 2024-2025.**

**Resolved** that the item be deferred to the next meeting.

**15. Annual Fees / Pitch Hire Costs 2024-2025.**

The Clerk presented a report which sought Committee discussion on the Annual Fees / Pitch Hire Costs 2024-2025. Table 1 provided the charges that were agreed for 2023-2024 and the Committee agreed the updated costs.

**Resolved** that the updated Annual Fees / Pitch Hire Costs 2024-2025 be recommended to Council for approval.

The meeting ended at 9.25 p.m.

**Chair**





Item No. 6

Finance Committee – 12<sup>th</sup> November 2024

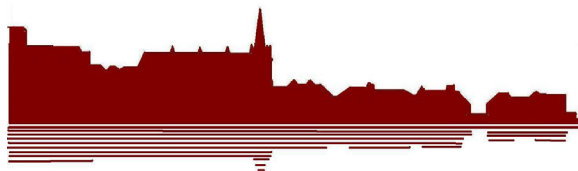
## Biodiversity and Environment Development Action Plan

The Environment (Wales) Act 2016 (Part 1) Section 6 Biodiversity and Resilience of Ecosystems Duty which requires that:

*‘A public authority must seek to maintain and enhance biodiversity in the exercise of functions in relation to Wales, and in so doing promote the resilience of ecosystems, so far as consistent with the proper exercise of those functions’*

1. In complying with the Section 6 Biodiversity Duty, the Council was required to prepare and submit to Welsh Government by the end of 2019 (and then every three years after this date) a report (Section 6 monitoring Report) outlining what it has done to comply with the Biodiversity Duty.
2. The report was Llanrhidian Higher Community Council’s first Section 6 Biodiversity Duty monitoring Report to Welsh Government. It provided an overview of the key Biodiversity Duty actions and initiatives that the Council had undertaken showing how this work had contributed to the six objectives of the Nature Recovery Action Plan for Wales which are:
  - Objective 1: Engage and support participation and understanding to embed biodiversity throughout decision making at all levels.
  - Objective 2: Safeguard species and habitats of principal importance and improve their management.
  - Objective 3: Increase the resilience of our natural environment by restoring degraded habitats and habitat creation.
  - Objective 4: Tackle key pressures on species and habitats.
  - Objective 5: Improve our evidence, understanding and monitoring.
  - Objective 6: Put in place a framework of governance and support for delivery.
3. The updated Community Council Action Plan is attached at Appendix A. Outstanding actions for discussion are highlighted in bold. The Committee are requested to review the Plan.

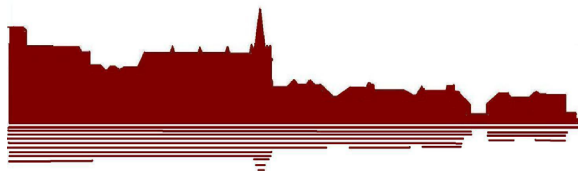
### For Discussion



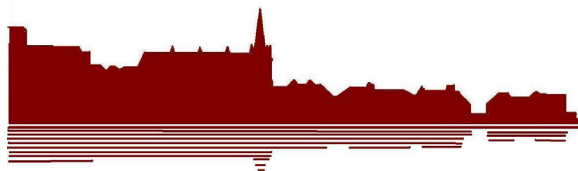
## Appendix A

### Biodiversity and Environment Development Action Plan

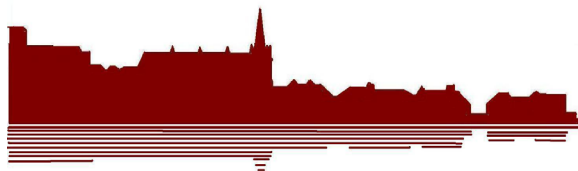
Parc Hendy Cemetery	Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.	Undertaken by Ground Maintenance Contractor
	Grass cutting – grass is left to decompose following cutting.	Undertaken by Ground Maintenance Contractor
	Removal of weeds, planting of hedgerow and wildflowers to the right of entrance / bordering neighbouring property.	Undertaken by Ground Maintenance Contractor
	Seeding of wildflowers adjacent to the bottom entrance to the Cemetery.	Seeding completed by Ground Maintenance Contractor
Mount Hermon Cemetery	Use of hedges for pollinators. Consider adopting environmentally friendly burial options.	Undertaken by Ground Maintenance Contractor
	Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.	Undertaken by Ground Maintenance Contractor
	Grass cutting – grass is left to decompose following cutting.	Undertaken by Ground Maintenance Contractor
	Lower area is left uncut at the bottom of the cemetery to assist owls to hunt.	Undertaken by Ground Maintenance Contractor
Recreation Ground, Penclawdd	Use of wooded area behind Rugby Pavilion for pollinators.	Monitored by Ground Maintenance Contractor



	<p>Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.</p> <p>Grass cutting – grass is left to decompose following cutting.</p> <p>Wildflowers planted in area behind Bowls Pavilion / Tennis Courts for pollinators.</p> <p>Leave areas containing wild orchids uncut and look to advertise them.</p>	<p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>To be undertaken by the Ground Maintenance Contractor</p>
Foreshore Car Park	<p>Planting of natural Gower plants between the sea walls.</p> <p>Grass cutting – grass is left to decompose following cutting.</p> <p>Signage for Gower plants</p> <p>Information boards describing the Gower plants installed</p>	<p>Managed by Celtic Wildflowers</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>Installed by External Contractor</p> <p>Installation completed by Ground Maintenance Contractor</p>
Memorial Gardens	<p>Use of flower beds for pollinators.</p> <p>Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.</p> <p>Grass cutting – grass is left to decompose following cutting.</p>	<p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p>
Graig Y Coed Playing Fields	<p>Grass cutting – grass is left to decompose following cutting.</p>	<p>Undertaken by Ground Maintenance Contractor</p>



	Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.	Undertaken by Ground Maintenance Contractor
Graig Y Coed Woodland Project	Footpaths have been re-opened and volunteers have been trained prior to working at the site. The Council needs to plan planting trees and pollinators.	Work completed and training provided by Ground Maintenance Contractor.
	Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.	Undertaken by Ground Maintenance Contractor
	Wood piles to be created to encourage beetles etc.	Undertaken by Ground Maintenance Contractor
Crofty Playground	Grass cutting – grass is left to decompose following cutting.	Undertaken by Ground Maintenance Contractor
Recreation Ground, Llanmorlais	Use of area running adjacent to Trem Y Mor for pollinators.	Undertaken by Ground Maintenance Contractor
	Grass cutting – grass is left to decompose following cutting.	Undertaken by Ground Maintenance Contractor
	Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.	Undertaken by Ground Maintenance Contractor
	Wood piles to be created to encourage beetles etc.	Undertaken by Ground Maintenance Contractor
Parc Dan Y Graig	Grass cutting – grass is left to decompose following cutting.	Undertaken by Ground Maintenance Contractor
	Leave areas containing wild orchids on bank adjacent to roadside, uncut and look to advertise them.	Undertaken by Ground Maintenance Contractor



Llanrhidian Higher Community Council  
Cyngor Cymuned Llanrhidian Uchaf

	Installation of hedgehog house	Completed by Councillor Adam Woolliscroft
	Installation of bat houses	Completed by Councillor Adam Woolliscroft
	Installation of bird houses	Completed by Councillor Adam Woolliscroft
	Installation of fruit trees	Installed by Ground Maintenance Contractor
Roundabout at Llanmorlais	Grass cutting – grass is left to decompose following cutting.	Undertaken by Ground Maintenance Contractor

# Financial Budget Comparison

Comparison between 01/04/24 and 05/11/24 inclusive. Includes due and unpaid transactions.

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

		Previous Year's Net	2024/25	Actual Net	Balance	2025/26
<b>INCOME</b>						
<b>Administration</b>						
100	Precept	£164,427.73	£180,447.15	£120,298.10	-£60,149.05	£184,056.09
105	Refund of bank charges	£0.00	£0.00	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£0.00	£0.00	£0.00	£0.00
121	Bank Interest	£1,630.70	£1,100.00	£812.21	-£287.79	£1,500.00
122	Bank Interest	£274.17	£120.00	£1,070.96	£950.96	£120.00
150	Grants received	£183,215.08	£0.00	£0.00	£0.00	£0.00
155	PWLB Loan	£0.00	£0.00	£0.00	£0.00	£0.00
250	Miscellaneous Income	£2,778.14	£6,000.00	£1,000.00	-£5,000.00	£6,000.00
251	Miscellaneous Income - Current Account	£130,086.26	£4,800.00	£10,205.21	£5,405.21	£8,000.00
<b>Total Administration</b>		£482,412.08	£192,467.15	£133,386.48	-£59,080.67	£199,676.09
<b>Outside Services</b>						
300	Cemetery Income	£9,883.00	£12,000.00	£3,608.50	-£8,391.50	£13,000.00
320	Wayleaves	£128.55	£129.00	£0.00	-£129.00	£129.00
330	Recreation Grounds	£4,856.75	£6,450.00	£3,645.15	-£2,804.85	£6,150.00
<b>Total Outside Services</b>		£14,868.30	£18,579.00	£7,253.65	-£11,325.35	£19,279.00
<b>Total Income</b>		£497,280.38	£211,046.15	£140,640.13	-£70,406.02	£218,955.09

# Financial Budget Comparison

Comparison between 01/04/24 and 05/11/24 inclusive. Includes due and unpaid transactions.

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

		Previous Year's Net	2024/25	Actual Net	Balance	2025/26
<b>EXPENDITURE</b>						
<b>Administration</b>						
1001	Salaries	£32,700.35	£40,500.00	£21,251.80	£19,248.20	£42,500.00
1002	Clerks Expenses	£843.66	£650.00	£453.03	£196.97	£490.00
1010	Subscriptions	£1,169.68	£1,410.00	£326.31	£1,083.69	£1,690.00
1015	Office Costs	£3,112.08	£3,960.00	£951.88	£3,008.12	£3,850.00
1020	Web Site	£286.00	£400.00	£290.00	£110.00	£400.00
1025	Advertising	£170.00	£150.00	£0.00	£150.00	£150.00
1030	Insurance	£5,126.28	£5,500.00	£8,116.59	-£2,616.59	£7,600.00
1040	Bank Charges	£77.00	£100.00	£50.70	£49.30	£100.00
1045	Audit Fees	£450.00	£775.00	£470.00	£305.00	£850.00
1046	Accountancy Services	£525.00	£250.00	£0.00	£250.00	£250.00
1050	Legal Costs	£609.00	£1,000.00	£1,645.00	-£645.00	£2,000.00
1060	Loan Repayments	£4,210.49	£6,000.00	£2,922.31	£3,077.69	£5,844.62
1065	Training	£0.00	£0.00	£40.00	-£40.00	£0.00
1070	ICO Fee	£35.00	£35.00	£35.00	£0.00	£35.00
1075	Consultancy Costs	£0.00	£300.00	£0.00	£300.00	£100.00
1076	Signage	£0.00	£500.00	£0.00	£500.00	£300.00
<b>Total Administration</b>		£49,314.54	£61,530.00	£36,552.62	£24,977.38	£66,159.62
<b>Outside Services</b>						
3000	Cemeteries	£4,768.14	£12,400.00	£555.00	£11,845.00	£9,200.00
3001	Grounds Maintenance	£76,221.08	£90,000.00	£39,325.28	£50,674.72	£90,000.00
3010	Playgrounds	£17,008.40	£5,100.00	£126,514.68	-£121,414.68	£3,900.00
3030	Recreation Grounds	£204,724.09	£13,450.00	£24,925.54	-£11,475.54	£14,275.00
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00	£0.00	£0.00
3050	Other Outside services	£22,320.00	£11,500.00	£6,404.38	£5,095.62	£12,050.00

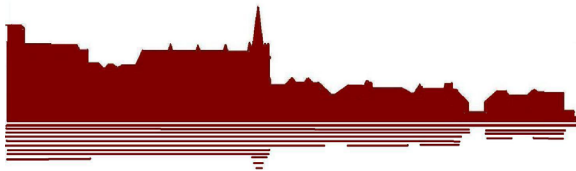
# Financial Budget Comparison

Comparison between 01/04/24 and 05/11/24 inclusive. Includes due and unpaid transactions.

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

		<b>Previous Year's Net</b>	<b>2024/25</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2025/26</b>
3051	Remembrance Sunday Service	£1,159.65	£1,500.00	£187.08	£1,312.92	£1,200.00
3052	War Memorial Charity	£1.00	£0.00	£0.00	£0.00	£1.00
3055	Defibrillators	£2,945.00	£1,600.00	£50.00	£1,550.00	£1,650.00
<b>Total Outside Services</b>		£329,147.36	£135,550.00	£197,961.96	-£62,411.96	£132,276.00
<b>Civic</b>						
2000	Councillor Expenses	£0.00	£3,850.00	£0.00	£3,850.00	£3,850.00
2005	Councillor Training	£292.00	£800.00	£40.00	£760.00	£800.00
2010	Meeting Costs	£520.00	£600.00	£0.00	£600.00	£600.00
2030	Election Costs	£0.00	£3,000.00	£0.00	£3,000.00	£5,000.00
2040	Financial Settlement	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Civic</b>		£812.00	£8,250.00	£40.00	£8,210.00	£10,250.00
<b>Grants</b>						
4046	Donations	£0.00	£500.00	£0.00	£500.00	£500.00
4047	Section 137 Payments	£0.00	£0.00	£0.00	£0.00	£0.00
4048	Power of Well-being (Local Government Act 2000)	£3,500.00	£5,000.00	£0.00	£5,000.00	£5,000.00
<b>Total Grants</b>		£3,500.00	£5,500.00	£0.00	£5,500.00	£5,500.00
<b>Total Expenditure</b>		£382,773.90	£210,830.00	£234,554.58	-£23,724.58	£214,185.62
Total Income		£497,280.38	£211,046.15	£140,640.13	-£70,406.02	£218,955.09
Total Expenditure		£382,773.90	£210,830.00	£234,554.58	-£23,724.58	£214,185.62
<b>Total Net Balance</b>		<b>£114,506.48</b>	<b>£216.15</b>	<b>-£93,914.45</b>		<b>£4,769.47</b>





**Item No. 8**

**Report of the Clerk**

**Finance Committee – 12<sup>th</sup> November 2024**

**Grants & Donations**

This report outlines the Community Council powers to make grants, donations, and payments. The Community Council has previously awarded Section 137 grants and donations and the legal authority the Council has to award grants / donations are outlined as follows: -

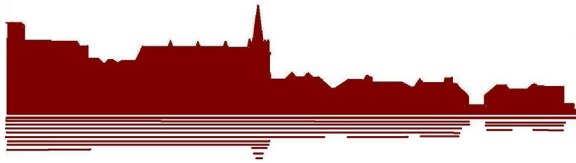
**a) Section 137(4) (A) of the Local Government Act 1972**

Section 137(1) of the 1972 Act permits each Community or Town Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes.

Section 137 payments are often referred to as the “Power of last resort”, when there are no other powers available to incur expenditure but where the Council can justify its use in benefitting all or some of the inhabitants or the area. There will be few reasons why this power would need to be used given that the power of well-being (Local Government Act 2000 ss 1-5) also provides Councils with a wide range of options of incurring expenditure to enhance the well-being of its community.

In November 2023, the Welsh Government advised that the appropriate sum for the purposes of the above act for Community and Town Councils in Wales for 2024-25 was £10.81 per elector.

On 1 April 2024, there were 2,955 electors in the Llanrhidian Higher Community Council area. The Section 137 payments spend is therefore £31,943.55. Llanrhidian Higher Community Council has budgeted for £5,500 to be spent on grants / donations in 2024/25.



**b) Power of Well-being (Local Government Act 2000)**

The Power of Well-being gives all Community Councils in Wales the power to do anything they consider is likely to achieve any one or more of the following objectives:

- i) The promotion or improvement of the economic well-being of their area.
- ii) The promotion or improvement of the social well-being of their area.
- iii) The promotion or improvement of the environmental well-being of their area.

The power may be used in relation to or for the benefit of:

- i) The whole or any part of the Community Council's area. Or
- ii) All or any persons resident or present in its area.

Section 2(5) of the Local Government Act 2000 enables a Community Council to use the Power of Well-being to do anything in relation to, or for the benefit of, any person or area situated outside its area if it considers that it is likely to achieve any one or more of the above.

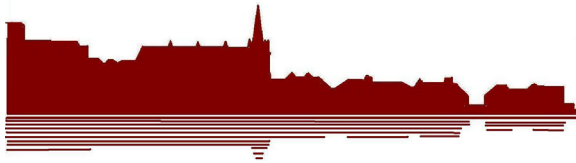
It is the view of the Welsh Government that expenditure under the Power of Well-being is subject to the same limit as for Section 137 of the Local Government Act 1972.

**c) Grants or Donations to Organisations that provide Recreational Facilities in or outside the Council's area**

In addition to the discretionary powers, the Council has a specific power to make grants or donations to organisations that provide recreational facilities in or outside the Council's area under the Local Government (Miscellaneous Provisions) Act 1976 s.19.

**Summary**

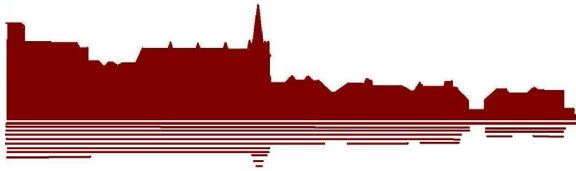
Should the Council determine to make any payments then it should always seek to state the specific power under legislation that it is relying on to make the payment. If the expenditure is under Section 137 of the Local Government Act 1972 or under the Power of Well-being (Local Government Act 2000) then its subject to a maximum spend of £10.81 per elector in 2024-2025.



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

**For Discussion**

**Jeremy Parkhouse**  
**Clerk to Llanrhidian Higher Community Council**  
**4<sup>th</sup> June 2024**



**Item No. 9**

**Finance Committee – 12<sup>th</sup> November 2024**

**To Monitor the Risk Management Schedule**

**1) Introduction**

The Terms of Reference of the Finance Committee agreed at the Annual Meeting on 16<sup>th</sup> May 2024 includes the monitoring of the Risk Management Schedule.

The Risk Management Schedule provides the Committee with a valuable checklist and ongoing assurance in relation to its risks. The updated Risk Management Schedule is attached at **Appendix A**.

**Jeremy Parkhouse**  
**Clerk to the Community Council**  
**3<sup>rd</sup> November 2024**

## Appendix A

### LLANRHIDIAN HIGHER COMMUNITY COUNCIL - RISK ASSESSMENT SCHEDULE

#### Assessment Criteria

Topic	Risk Identified	Classification	Measures to be taken to Reduce/Minimise/Control Risk
1. <u>Income</u> Precept	Not Submitted	Low	Full Budget process in place and financial software used. Clerk to provide monthly budget monitoring reports and following year's budget in November and agree it in January. Full Council to consider budget monthly. Full Council to determine precept annually in January. Finance Committee to agree draft 2025/26 budget.
	Not paid by County Council	Low	Clerk/RFO to monitor and report to Council. Paid directly to bank account by BACS. All 23/24 payments made.
	Inadequacy of Precept	Low	Clerk to present monthly Reconciled Accounts, All monthly Receipts and Expenditure, Financial Summary to Council meeting. Full Council to review/compare budget to actual monthly. Finance Committee to monitor budget spend.
Charges - Cemetery	Grave Allocation	Medium	Updating of Burial Register – Ongoing. Cemetery mapping software purchased. Additional cemetery management software purchased, and training has been provided. Assistant appointed to input information and inputting is ongoing but periodic.
	Collection of proper interment charges	Low	No Burials to take place until Clerk has received signed application form and fees. Income to be reported monthly to Council.
	Review of Fees	Low	Finance Committee to recommend to Council the fees for 2025.
	Banking of Fees	Low	Clerk/RFO to bank monies within 10 working days of receipt thereof.
Loss of Money	Business Interruption	Low	Insured for Loss.
	In Transit	Low	Insured for loss.

	In Premises	Low	Insured for loss.
	In Safe	Low	Insured for loss.
	Private Residence of Member or Employee	Low	Insure to maximum level
	Through theft or dishonesty of Staff or Members	Low	Insured for loss.
Borrowing / Lending	Adequacy of finances to repay loan	Low	The Council is paying a £24,000 PWLB loan from Welsh Government in respect of improvements at Mount Hermon Cemetery. This is payable over 10 years. Additional PWLB borrowing was approved for £25,000 in respect of Parc Dan Y Graig and is being repaid over a 10-year period.
Investment Strategy Policy	Investment Strategy Policy	Low	The Council invested £25,000 with CCLA on 18 <sup>th</sup> January 2021. Interest payments totalled over £1,000 in 2023/24.
Reserves – General	Ensure Adequacy	Low	Consider at Budget Setting and Finance Committee to consider possible investments. £50,000 minimum level of reserves set. Monthly Monitoring by Council.
Reserves – Earmarked	Ensure Adequacy	Low	Consider at Budget Setting.
	Unidentified / Recording	Low	Identified at Budget Setting and Recorded in Final Accounts. Monthly reconciliation on Edge IT will highlight any issues.
<b>2. Contracts</b>	Failure to fulfil agreement	Medium	Appointment of company to undertake ground maintenance contract from 1 <sup>st</sup> April 2024 to 31 <sup>st</sup> March 2027 (with provision to extend from 31 <sup>st</sup> March 2027 to 31 <sup>st</sup> March 2029). Monthly completion of works spreadsheet is provided by the contractor. Clerk / Finance Committee to monitor.  Finance Committee to monitor other contracts and to follow due process as outlined in the Model Financial Regulations.
	Loss of income	Medium	Full Council / Finance Committee / Clerk to undertake periodical review of completed work.

<b>3. Expenditure</b>			
Legal Powers	Illegal Payment or Activity	Medium	All statutory powers to undertake work recorded in minutes. Ensure compliance with Standing Orders and Financial Regulations. Reviewed Standing Orders and Financial Regulations to be reported to Annual Council. Financial Regulations to be reviewed periodically by Finance Committee. Edge IT will provide assurance.
Salaries/Wages	Wrong Salary Paid	Low	Clerk's salary presented to Council monthly and Chair / Councillors to scrutinise details of claims. Independent Professional Payroll Company employed to process salary / wages records. Personnel Committee to agree Clerk's pay annually. Clerk's timesheet sent weekly to Councillor Sarah Hughes.
	Wrong Rate Applied	Low	Reconcile with rates of National Agreed Rates for Clerks. Personnel Committee to agree Clerk's pay annually.
	False Employee	Low	Independent Accountant company employed to process PAYE records.
	Not Accounting for correct deductions of NI, Tax and Superannuation	Low	Independent Accountant company employed to process staff wages.
	Submission of PAYE records Payments	Low	Returns submitted monthly. Council to monitor. Annual Return to be processed by Independent Professional Payroll Company. Details to be entered into Edge IT software which provides assurance.
VAT Payment Recovery of	Improper recording of input/output VAT	Low	Council to monitor. Edge IT software purchased which processes VAT, gives assurance, and saves costs of employing a professional company. VAT claimed quarterly via online portal and reported to Council. VAT was claimed monthly to overcome any cashflow issues during large project spends at Parc Dany Y Graig and Penclawdd Playground.
	Improper Identification of Non-Business Activities	Low	
	Inability to meet annual submissions to HMRC	Low	
	Annual Reconciliation of	Low	

	quarterly returns		
Financial Assistance	Legal Power to contribute	N/A	Power of Well-being (Local Government Act 2000) payments made in 2023-24 as recommended Finance Committee and approved by Council in July 2023.
	Compliance with Council Policy	Low	Councillors to be trained as per the agreed training Programme, introduced by new Welsh Government legislation which is to be monitored by Personnel Committee.
	Overspend	Low	Council / Finance Committee / Clerk to monitor monthly.
Councillors Allowances	Over/Under payments to Members	N/A	All Councillors not requiring Councillor allowances payments to inform the Clerk individually.
	Proper deduction of tax	N/A	To be processed by the Clerk / Independent Accountant company.
	Maintain proper records	N/A	Clerk to maintain records.
<b>4. Training of Councillors</b>	Maintain Standards	Medium	Ensure Councillors are adequately trained / informed. New legislation requires a Councillors training programme is monitored by Personnel Committee.
<b>5. Training of Clerk / Staff</b>	Maintain Standards	Medium	Ensure the Clerk is properly trained in order to undertake the role as required. Clerk is CiLCA qualified and must continue with professional development. Personnel Committee to monitor Clerk's training.
Assets	Loss/Damage thereof	Medium	Property maintenance schedule reported to Finance Committee. Councillors with overall responsibility for each site appointed at AGM and to regularly check the site under their responsibility. Ground Maintenance Contractor to inspect playground equipment on a weekly basis. Health and Safety Contractor appointed to quarterly check Council buildings.
	Risk or damage to third party property or individuals	Medium	Indemnity of Public Liability is included in Council insurance. Health and Safety Contractor appointed to quarterly check Council buildings. Finance Committee to monitor.



	Security of Buildings and Equipment	Medium	Property maintenance schedule reported to Finance Committee. Councillors with overall responsibility for each site appointed at AGM and to undertake monthly risk assessments. Ground Maintenance Contractor to inspect playground equipment on a weekly basis. Health and Safety Contractor appointed to quarterly check Council buildings.
	Asset Register	Low	Report Asset Register annually to Annual General Meeting. Finance Committee to monitor.
	Maintenance	Medium	Undertake repair and maintenance – Appointed Independent Health and Safety Consultant to advise Council on assets. This is an on-going appointment. Maintenance programme is being monitored by Finance Committee.
Staff	Sufficient to deliver service	Low	<p>Personnel Committee to monitor hours, duties, responsibilities, workload, performance and to undertake annual appraisal of the Clerk. Contract and performance indicators for Clerk to be agreed and reviewed periodically.</p> <p>One Voice Wales report on the hours / duties / pay of the Clerk which was considered by Personnel &amp; General Purposes Sub-Committee on 18<sup>th</sup> January 2021 and reviewed in 2022, 2023 and 2024.</p> <p>Assistant appointed to transfer burial records onto Edge IT software. However, this is not contracted work.</p> <p>Councillors Leanne Davies and Adam Woolliscroft appointed as project managers of the Penclawdd Playground Project. Future larger projects to appoint a project manager.</p>
Staff	Loss of key personnel – Clerk through ill health, retirement, long term sickness or even death	Medium	<p>Clerk of Llangyfelach Community Council / Other locally based Clerks / SLCC to be contacted to provide cover if the Clerk is absent / ill.</p> <p>Long term illness to the Clerk would affect the financial management / budget control of the Council. One</p>

			Voice Wales report on the hours / duties / pay of the Clerk which was considered by Personnel Committee 2021 to date.
Cemetery	Future Demand	Low	Adequate land available for at least 75/100 years in cemeteries. Contractor has designed the new area of Parc Hendy Cemetery, which was approved by Council.
	Present Capacity	Low	Review capacity and need to provide for future demand. Contractor has designed the new area of the graveyard, which was approved by Council in July 2023, in respect of the new area at Parc Hendy Cemetery.
	Memorial Headstones (Safety)	Medium	Contractor has completed making safe any dangerous headstones / graves at both Parc Hendy Cemetery and Hermon Cemetery and completed new checks. Checks to be undertaken every 3 years and contractor to monitor regularly.
	Stability of Boundary Walls, Trees, Hedges and paths	Medium	Contractor to regularly undertake inspection of all boundary fencing, trees, hedges and paths for stability. Leaf clearance inspection / clearance to be undertaken monthly by Contractor. Contractors to advise regarding boundary walls. Wall at Mount Hermon Cemetery renewed in March 2021.
	Condition of seats	High	Undertake inspection of all seats for safety reasons and remove / repair, if necessary. Councillors John Davies and Sarah Hughes had agreed to check.
Consultations	Meeting of deadlines for response	Low	Consideration of planning applications and other consultative documents falling in between normal monthly meetings to be circulated to Councillors and comments / responses to be forwarded by the Clerk in conjunction with the Chair / Vice Chair.
Document Security	Appropriateness of existing facilities	Low	Storage of paperwork at Llanmorlais Changing Rooms in order for paperwork to be stored for 6 years as required by law. Records / Agenda papers are stored with West Glamorgan Archives. New agreement made with Penclawdd Community Centre to store documentation.
Financial Records	Inadequate Records	Low	Financial records updated monthly. Electronic Cloud storage purchased. Financial management software

			records all financial transactions.
Minutes	Accurate and Legal	Low	Reviewed, signed, dated at following meeting and published on the Council website. Circulated to all Councillors prior to being cleared / published.
Health and Safety Risk Assessment	Failure to identify	Low	Appointed Independent Health and Safety Consultant to advise Council on assets. This is an on-going appointment. Councillors / Clerk / Council Contractor to undertake regular checks. Electrical checks on Council buildings completed in August 2022 and included in the Ground Maintenance Contract.
Disability Discrimination Issues	Failure to identify and implement adaptations	High	Appointed Independent Health and Safety Consultant to advise Council on assets. This is an on-going appointment.
Register of Members Interest, Gifts and Hospitality	Identification of interest and recording of gifts and hospitality	Low	Register of Interest file held by Council and implemented. Declaration of Office signed by all Members and copies held by Council.
Code of Conduct	Adoption of Code of Conduct	Low	New Code of Conduct adopted by Council in May 2016 and is re-adopted at Annual Meeting. Employee code of conduct included in contract. All Councillors to be trained within 6 months of being elected.
Insurance	Council Insurance Policy	Low	Council Insurance Policy renewed annually and Council assets correctly valued for insurance purposes. Council has agreed a three-year deal to ensure consistent payments. New insurance policy agreed in June 2023 and is to be renewed in June 2024.
	Risk Assessments	Medium	Council Contractors / Clerk to undertake regular risk assessments of Council assets to ensure that a correct paper trail is in place to prove that the Council has followed the correct procedures.

**Item No. 10**

**Report of the Clerk**

**Finance Committee – 12<sup>th</sup> November 2024**

**Burial & Cremation Charges 2024**

The Terms of Reference of the Finance Committee includes reviewing the Council's Burial and Cremation Charges. Attached for consideration at Appendix A are the Charges for 2024 agreed by the Community Council.

The definition of a local resident is attached at Appendix B.

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**For Discussion**

**Jeremy Parkhouse**  
**Clerk to the Community Council**  
**3<sup>rd</sup> November 2024**

## LLANRHIDIAN HIGHER COMMUNITY COUNCIL BURIAL AND CREMATION CHARGES 2024

Burials and Cremation Charges for Mount Hermon Cemetery and Parc Hendy Cemetery 2024

<b>Burials</b>	<b>Fee (Non-Residents)</b>	<b>Fee (Residents)</b>
Re-opener	£715.00	£582.00
New Grave: Depth of 2	£1,332.50	£1,084.00
New Grave: Depth of 3	£1,469.00	£1,196.00
Certificate of Transfer of Grave	£194.00	£158.00
Admin Fee to Effect Assign of Rights	£57.00	£46.00
Test Dig (Refunded if grave is unusable)	£322.50	£263.00

<b>Cremations</b>	<b>Fee (Non-Residents)</b>	<b>Fee (Residents)</b>
Cremated Remains Internment (New Plot)	£304.00	£247.00
Cremated Remains Internment (Re-opener)	£208.00	£168.00
Cremated Remains Buried in a Grave	£208.00	£168.00

<b>Benches</b>	<b>Fee (Non-Residents)</b>	<b>Fee (Residents)</b>
Bench (including standard plaque)	£1,346.00	£1,094.00
Additional Plaque for a Bench	£105.00	£85.00

<b>Memorial Permits</b>	<b>Fee (Non-Residents)</b>	<b>Fee (Residents)</b>
New Permit	£221.00	£180.00
Additional Inscription	£180.00	£146.00
Replacement/Refurbishment	£0.00	£0.00
Right to Erect a Wooden Cross	£57.00	£46.00

<b>Exhumation</b>	<b>Fee (Non-Residents)</b>	<b>Fee (Residents)</b>
Exhumated Fee (Burial)	£3,156.00	£2,568.00
Exhumation Fee (Cremation)	£550.00	£449.00

<b>Searches</b>	<b>Fee (Non-Residents)</b>	<b>Fee (Residents)</b>
Individual Search	£37.00	£30.00

**\*Please note that the Council will not be selling any pre-purchased plots**

**\*The Community Council does not charge for burials / cremations for children under the age of 18**

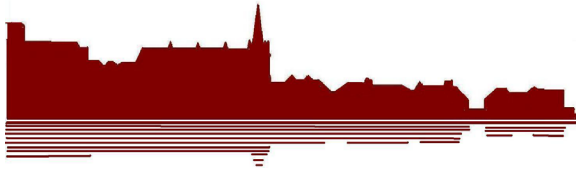
**Definition of Local Resident**

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

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

**Please Note**

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



**Item No. 12**

**Report of the Clerk**

**Finance Committee – 12<sup>th</sup> November 2024**

**Council's Property Maintenance Schedule  
& 5-Year Capital Works Programme**

**1) Property Maintenance Schedule**

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

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

**For Information.**

**Jeremy Parkhouse**

**Clerk to the Community Council**

**3<sup>rd</sup> November 2024**

Appendix A

**Draft Property Maintenance Programme**

	<b><u>Date</u></b>			<b><u>Planned Check /</u></b>
	<b><u>Checked</u></b>	<b><u>By Whom</u></b>	<b><u>Arrangement</u></b>	<b><u>Maintenance</u></b>
<b><u>Llanmorlais</u></b>				
Pavilion Roof	Periodically			
Fascias / Guttering	Periodically		Contract	Nov-22
Doors / Windows	Periodically		Contract	
Boiler / Heating	Annually	J Davis (P Sims)	Contract	Feb-23
Showers / Toilets	Annually	Active HSE	Contract	Feb-22
Fire Check	Annually	CCTV Wales	Contract	01/03/2024
H & S Checks	Quarterly	Active HSE	Contract	01/03/2024
Building Structure	Annually			
Car Park	Annually			
MUGA Lights	Nov-22	Rob Watkins	Contract	Oct-23
MUGA Fencing	Monthly	J Davis	GMC	Monthly
MUGA Surface	Monthly	J Davis	GMC	Monthly
Tennis Courts Surface	Monthly	J Davis	GMC	Monthly
Tennis Courts Nets / Fence	Monthly	J Davis	GMC	Monthly
Boundary	Monthly	J Davis	GMC	Monthly
Pavilion Painting	5 Years	D J Williams	Contract	Jul-19
Pavilion Flooring	5 Years	D J Williams	Contract	Jul-19
Councillor Check	Periodically	CLlr M Roberts	Risk Inspection	01/08/2024
Electrics	3-year	Lighthouse	Contractor	01/08/2022
<b><u>Graig Y Coed</u></b>				
Pavilion Roof	Annually			01/03/2022
Fascias / Guttering	Periodically			
Doors / Windows	Periodically			
Boiler / Heating	Annually	J Davis (P Sims)	Contract	Apr-23
Showers / Toilets	Annually	Active HSE	Contract	Apr-24
Pavilion Painting	5 Years			
Flooring	5 Years			
Fire Check	Annually	CCTV Wales	Contract	Jul-24
H & S Checks	Quarterly	Active HSE	Contract	01/06/2024
Building Structure	Periodically			
Car Park	Monthly	J Davies	Contract	Monthly
Fencing	Monthly	J Davis	GMC	Monthly
Trees	Monthly	J Davis	GMC	Monthly
Electrics	3-Year	Lighthouse	Contractor	01/12/2023
<b><u>Crofty Playground</u></b>				
Boundary	Weekly	J Davis	GMC	Weekly
Equipment	Weekly	J Davis	GMC	Weekly
Picnic Bench	Weekly	J Davis	GMC	Weekly
Equipment / H & S Check	Annually	Wicksteed	Requested	Jun-24



**Penclawdd Playground**

Boundary	Weekly	J Davis	GMC	Weekly
Equipment	Weekly	J Davis	GMC	Weekly
Picnic Bench	Weekly	J Davis	GMC	Weekly
Equipment / H & S Check	Annually	Wicksteed	Requested	Jun-24

**Foreshore Car Park**

Car Park Surface	Monthly	J Davis	GMC	Monthly
Benches	Periodically	Clerk / J Davis	Requested	Periodically
Councillor Check	Quarterly	Clerk / Cllr C Guy	Risk Inspection	Jun-24

**Recreation Ground**

Entrance Gates	Monthly	J Davis	GMC	Monthly
Rugby Pavilion Roof	Periodically	A Evans	Repair	Nov-23
Fascias / Guttering	Periodically			
Doors / Windows	Periodically			
Boiler / Heating	Annually	P Sims	Contract	May-24
Showers / Toilets	Annually	Active HSE	Contract	May-24
Painting Rugby Pavilion	Annually	Penclawdd RFC	Agreement	01/07/2024
Rugby Pavilion Flooring	Periodically			
Fire Check	Annually	CCTV Wales	Contract	Jul-24
H & S Checks	Quarterly	Active HSE	Contract	01/07/2024
Rugby Pavilion Structure	Periodically			
Boundary	Monthly	J Davis	GMC	Monthly
Trees	Monthly	J Davis	GMC	Monthly
Bowls Pavilion Roof	Annually		Requested	
Fascias / Guttering	Periodically			
Doors / Windows	Periodically			
Boiler / Heating	Annually	P Sims	Contract	Aug-23
Bowls Showers / Toilets	Annually	Active HSE	Contract	Jun-23
Bowls Pavilion Painting	5 Year			01/12/2023
Bowls Pavilion Flooring	5 Year			
Fire Check	Annually	CCTV Wales	Contract	Mar-24
H & S Checks	Quarterly	Active HSE	Contract	01/03/2024
Bowls Pavilion Structure	Periodically	Contractors	Insurance	01/06/2024
Electrics	3-year	Lighthouse	Contractor	01/10/2023

**Memorial Gardens**

Boundary	Monthly	J Davis	GMC	Monthly
Memorial Stone	Periodically			
Picnic Bench	Monthly	J Davis	GMC	Monthly
Trees	Monthly	J Davis	GMC	Monthly
Benches	Oct-18	J Davis	GMC	Monthly
Noticeboards	Monthly	Clerk	Employee	Monthly
Electrics	3-year	Lighthouse Electrics	Contract	3-year
Councillor Check	Periodically	Cllr S Hughes	Risk Inspection	01/05/2024

**Dan Y Graig**

Pavilion Roof	Periodically		Contract	
New Container Changing Rooms	Periodically			
Fascias / Guttering	Periodically			
Doors / Windows	Periodically			
Boiler / Heating	Annually	P Sims	Contract	Oct-23
Showers / Toilets	Annually	Active HSE	Contract	Oct-23
Pavilion Painting	Weekly	Penclawdd AFC	Club to Manage	Annually
Flooring	Periodically			
Fire Check	Annually	CCTV Wales	Contract	Jun-23
H & S Checks	Quarterly	Active HSE	Contract	01/06/2024
Building Structure	Periodically			
Fencing	Monthly	J Davis	GMC	Monthly
Electrics	3-Year	Lighthouse	Contractor	01/10/2023

**Parc Hendy Cemetery**

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

**Mount Hermon Chapel, Cemetery & Car Park**

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

**Old Station Platform**

Penclawdd Sign	Quarterly	GMC	Risk Inspection	Jun-23
Information Panels x 4	Quarterly	GMC	Risk Inspection	Jun-23

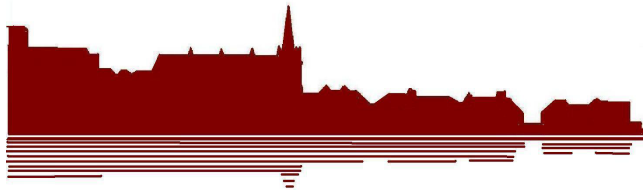
**Benches**

List as per Asset List				Quarterly
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### **5-Year Capital Works Programme**

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

1)	Developments at Dan Y Graig Football Ground.
2)	<b>Playground improvements at Penclawdd - Completed.</b>
3)	<b>Playground Improvements at Crofty - Completed.</b>
4)	Top entrance / wall / improve car park surface / entrance road / appearance at Parc Hendy Cemetery and preparation of new extension of land for burials.
5)	<b>Rebuilding of wall at Bowls Green – Completed.</b>
6)	<b>Installation of CCTV at Bowls Green – Completed.</b>
7)	Internal / external works at Graig Y Coed Pavilion.
8)	Solution for introducing hybrid meetings.
9)	Rugby Pavilion Roof at Recreation Ground.
10)	<b>MUGA Floodlights – Arrange 5-year maintenance programme – Included in Grounds Maintenance Contract – Completed.</b>
11)	Llanmorlais Changing Rooms – Painting Newer Changing Rooms.
12)	Installation of CCTV at known trouble spots.
13)	Pitch / car park drainage at Graig Y Coed.
14)	Conversion of second changing rooms at Llanmorlais to office / meeting accommodation.
15)	Provision of disabled ramps to Community Council buildings to make them DDA compliant.



**Item No. 13**

**Report of the Clerk**

**Finance Committee – 12<sup>th</sup> November 2024**

**Finance Committee Workplan 2024/2025**

**Purpose:** This report details the Committee Work Plan to May 2025.

**Report Author:** Jeremy Parkhouse

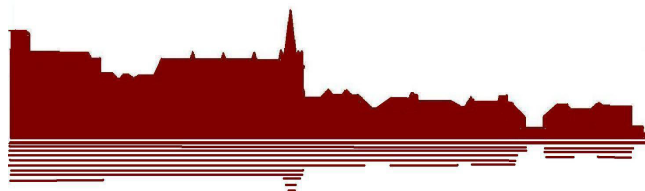
**For Information**

**1. Introduction**

- 1.1 The Committee Workplan to May 2025 is attached at Appendix 1 for information.
- 1.2 The dates included for the meetings in 2024/25 are approximate / subject to change.

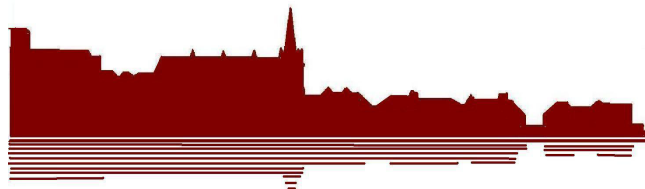
**Appendix 1 – Finance Committee Workplan 2024/25.**

**Jeremy Parkhouse**  
**Clerk to Llanrhidian Higher Community Council**  
**3<sup>rd</sup> November 2024**



**Finance Committee Workplan 2024/2025**

<b>Date of Meeting</b>	<b>Reports</b>
<b>11<sup>th</sup> June 2024</b>	<ul style="list-style-type: none"> <li>• To Elect the Chair of the Finance Committee for the 2024-2025 Municipal Year.</li> <li>• To Elect the Vice-Chair of the Finance Committee for the 2024-2025 Municipal Year.</li> <li>• Quarterly Discussion with the Grounds Maintenance Contractor – Q4 2023/24 and Q1 2024/25. (Verbal)</li> <li>• To Monitor the Biodiversity and Environment Development Action Plan.</li> <li>• To Monitor the Risk Management Schedule.</li> <li>• Items Referred by Council.</li> <li>• To Monitor the Council Budget 2024-2025.</li> <li>• Council's Property Maintenance Schedule.</li> <li>• Finance Committee Work Plan.</li> <li>• Annual Pitch Costs</li> </ul>
<b>12<sup>th</sup> November 2024</b>	<ul style="list-style-type: none"> <li>• Quarterly Discussion with the Grounds Maintenance Contractor – Q2 2024/25. (Verbal)</li> <li>• To Monitor the Biodiversity and Environment Development Action Plan.</li> <li>• To Agree Burial Fees &amp; Charges 2024.</li> <li>• To Monitor the Council Budget 2024-2025 and to Agree the Draft Council Budget 2025 -2026.</li> <li>• Council's Property Maintenance Schedule.</li> <li>• Items Referred by Council.</li> <li>• To Monitor the Risk Management Schedule.</li> <li>• Finance Committee Work Plan.</li> </ul>
<b>January 2025</b>	<ul style="list-style-type: none"> <li>• Quarterly Discussion with the Grounds Maintenance Contractor – Q3 2024/25. (Verbal)</li> <li>• To Monitor the Biodiversity and Environment Development Action Plan.</li> <li>• The Finance &amp; Governance Toolkit for Community and Town Councils – To Review Part 1, The Health Check - Themes A &amp; B – Update Report.</li> <li>• Finance Committee Work Plan.</li> </ul>
<b>April 2025</b>	<ul style="list-style-type: none"> <li>• Quarterly Discussion with the Grounds Maintenance Contractor – Q4 2024/25. (Verbal)</li> <li>• To Monitor the Biodiversity and Environment Development Action Plan</li> <li>• Items Referred by Council.</li> </ul>



	<ul style="list-style-type: none"><li>• <b>To Monitor the Council Budget 2024-2025 and to note the Council Budget 2025-2026.</b></li><li>• <b>Council's Property Maintenance Schedule</b></li><li>• <b>Council Assets.</b></li><li>• <b>Finance Committee Work Plan.</b></li></ul>
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