

To: All Members of Llanrhidian Higher Community Council Finance Committee

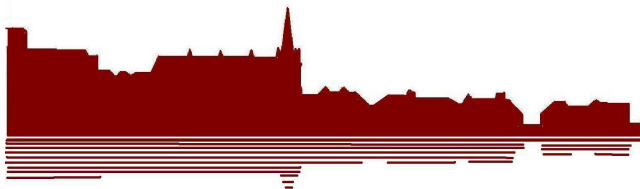
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL FINANCE COMMITTEE to be held at 7.15 p.m. on Tuesday, 18th February 2025 at Penclawdd Community Centre, Penclawdd, Swansea.

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

AGENDA

		Page No.
1.	Apologies for Absence.	
2.	Disclosures of Personal and Prejudicial Interests.	3-4
3.	To Approve and Sign as a Correct Record the Minutes of the Finance Committee Meeting held on 12th November 2024.	5-9
4.	Public Question Time (Must be related to items listed on the agenda – 10 Minutes). (Verbal)	
5.	Quarterly Discussion with the Grounds Maintenance Contractor – Quarter 3 2024-25. (Verbal)	
6.	To Monitor the Biodiversity and Environment Development Action Plan.	10-14
7.	Items Referred to the Finance Committee by Council.	15
8.	Grants and Donations.	16-19
a.	Grants and Donations Policy.	
b.	Grants and Donations Requests. (For Discussion)	



9.	To Monitor the Council Budget 2024-2025, to Note the 2025-2026 Budget and to consider any quotations received.	20-23
10.	Council's Property Maintenance Schedule.	24-28
11.	Emergency Plan.	29-33
12.	Finance Committee Work Plan. (For Information)	34-36
	Next Meeting: - April 2025	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse PSLCC
Clerk to the Community Council
11th February 2025

Finance Committee

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

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, 12th November 2024 at 7.00 p.m.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Sarah Hughes and Melissa Roberts.

Officers: Jeremy Parkhouse – Clerk to the Community Council

Also Present: Jonathan Davis – Ground Maintenance Contractor

14. Apology for Absence

An apology for absence was received from Councillor Adam Woolliscroft.

15. 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 and Melissa Roberts declared personal interests in Minute No. 17 – Public Question Time – Penclawdd AFC update.

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

16. Minutes

Resolved that the Minutes of the Finance Committee meetings held on 11th June 2024 be signed and approved as a correct record.

17. Public Question Time

Matthew Tucker and Nicole Chartier attended the meeting to ask for the support of the Community Council in respect of a potential grant application to improve the drainage on the football pitch and the area at the entrance to the rugby pitch.

They also provided an update regarding the excellent progress being made throughout the club with regards to playing numbers in the junior, ladies and men's teams and highlighted the pressures brought with additional teams and playing numbers. They referred to the recent cup fixture with the Ladies team, who put up an excellent display when going down 6-2 to Cardiff City Ladies and the excellent community support received.



It was explained that the Community Council was discussing its draft budget 2025-2026 later in the meeting and would consider the potential grant funding application during discussions.

18. Quarterly Discussion with the Grounds Maintenance Contractor.

Jonathan Davis (JD), Ground Maintenance Contractor attended the meeting to discuss the Ground Maintenance Contract (GMC) 2024-2027 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: -

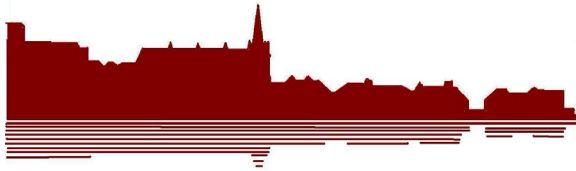
- Annual Maintenance Programme – Was currently up to date.
- Drainage at Llanmorlais – The work would be completed as soon as possible.
- Plumbing works – Paul Sims had reported that 4 shower heads were not working at Penclawdd Recreation Ground Rugby Pavilion. A quotation would be forwarded to the Clerk.
- Electrical cabling of pipework – JD would contact Rob Watkins regarding progress.
- Bowls Green – The work to the edges of the bowls green had been completed. The work had cost £425 more than had been quoted.

Action(s) – 1) Clerk to request that the Bowls Clubs contribute the £425 additional cost.

- Tree at Llanmorlais Hall – Councillor Melissa Roberts had reported that a tree situated in the hedgerow between Tirzah Chapel and the Hall, had fallen. JD would remove it from the site.
- Drainage options at Graig Y Coed – It was proposed that a site visit take place to look at the proposals put forward by Penclawdd Football Club.

Action(s) – 1) Clerk to organise a site visit.

- Penclawdd / Crofty Playgrounds – Were being widely used and were looking great.
- Christmas Trees – JD would put up the 3 trees as per previous years.



- Foreshore Car Park – Cutting weeds at the car park to be included in the Ground Maintenance Contract. The options available for the seawall were also discussed.

Action(s) – 1) JD to provide quotations in respect of the above.

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

19. To Monitor the Biodiversity and Environment Development Action Plan.

The Clerk reported 'for information' the updated Biodiversity and Environment Development Action Plan. It was agreed that the Gower plants be removed from the plan, once the final option for the wall had been approved.

20. To Monitor the Council Budget 2024-2025 and to Agree the Draft Budget 2025-2026.

The Clerk presented the up-to-date budget spend for 2024-25. The Committee noted the current year deficit which was mainly due to the grant funding payment in respect of Penclawdd Playground being paid during the previous financial year and the project costs being paid in the current financial year. The current level of reserves was also noted.

The Clerk also presented a draft budget for 2025/2026 which included a 2% increase to the precept. He noted that the updated draft budget for 2025-26 would be approved by the Community Council in January 2025.

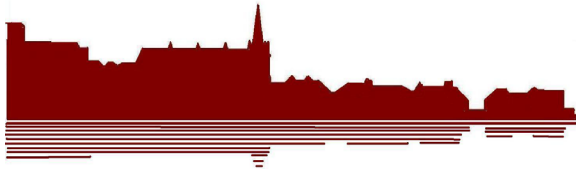
The Committee discussed the ongoing project at Graig Y Coed Woodland and potential spends. The potential drainage project at Graig Y Coed was also discussed and the 30% requirement was noted. It was suggested that the funds could be taken from reserves / additional grant funding.

Resolved that: -

- 1) The contents of the report be noted.
- 2) The Draft Budget for 2025-26, including a 2% increase in the precept, be recommended to Council for approval.
- 3) The level of reserves be noted.
- 4) The Clerk seeks an insurance quote in respect of the 2 additional containers at Graig Y Coed, to be paid should the grant application be successful.

21. Grants and Donations 2024-2025

The Clerk presented a report which outlined the Community Council's powers to make grants, donations, and payments. Last year, the Community Council had awarded grants under the Power of Well-being (Local Government Act



2000) and donations. The legal authority the Council had to award grants / donations was also outlined.

The Clerk informed the Committee of the grant awards paid last year. It was commented that grants could be awarded for specific works required by organisations. It was also noted that the Council should be aware of the funds of each organisation prior to any grants being awarded.

The Clerk was requested to further investigate the grant procedures undertaken by other Councils.

Resolved that: -

- 1) The item be deferred to the next Committee meeting, subject to further investigations by the Clerk into the procedures undertaken by other Councils.

22. To Monitor the Risk Management Schedule.

The Clerk presented the updated Risk Management Schedule. It was noted that wooden benches could be maintained and repaired by the Graig Y Coed Woodland Project.

Resolved that the contents of the report be noted.

23. Items Referred by Council.

None.

24. To Agree Burial Fees & Charges 2025.

The Clerk presented a report which sought approval of the Burial Fees and Charges for 2025. The Charges for 2024 were provided at Appendix A of the report. It was proposed that: -

- 1) The Burial Fees and Charges be increase to the amounts agreed by the Committee.

Resolved that the fees agreed by the Committee be forwarded to Council for approval.

25. 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: -

- Llanmorlais Changing Rooms - Looking at a new layout of the changing rooms.
- Deleting completed jobs.



- Hybrid meetings – Offering grants for Wi-Fi.
- New laptop for the Clerk – price to be obtained.
- Combining items 11 and 14 at Llanmorlais Hall.
- The costs of roll-up ramps be investigated.

The Clerk was requested to follow-up on the actions listed.

26. Finance Committee Work Plan.

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

The meeting ended at 9.00 p.m.

Chair



Item No. 6

Finance Committee – 18th February 2025

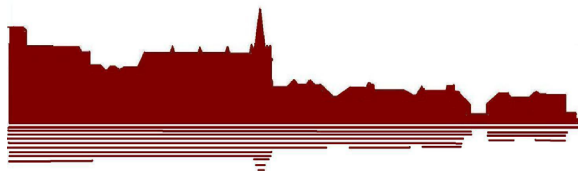
Biodiversity and Environment Development Action Plan

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.

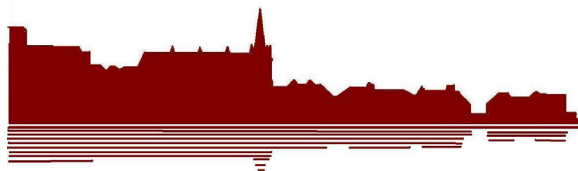
For Discussion



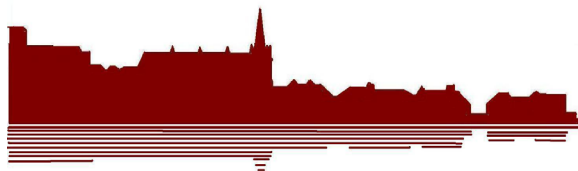
Appendix A

Biodiversity and Environment Development Action Plan

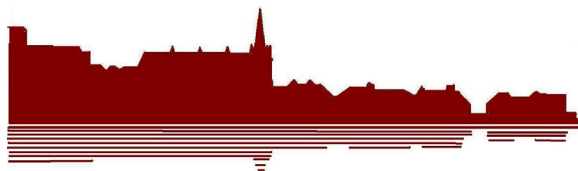
Parc Hendy Cemetery	Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.	Undertaken by Ground Maintenance Contractor
	Grass cutting – grass is left to decompose following cutting.	Undertaken by Ground Maintenance Contractor
	Removal of weeds, planting of hedgerow 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>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>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>Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.</p>	<p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p>

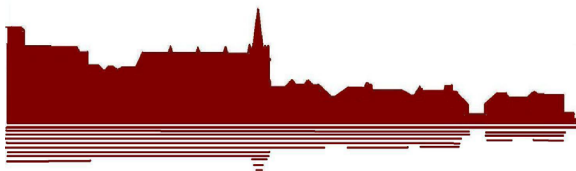


<p>Graig Y Coed Woodland Project</p>	<p>Footpaths have been re-opened and volunteers have been trained prior to working at the site. The Council needs to plan planting trees and pollinators.</p> <p>Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.</p> <p>Wood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



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

	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



Item No. 7

Report of the Clerk

Finance Committee – 18th February 2025

Items Referred to the Finance Committee by Council

Purpose: This report details the items referred to the Finance Committee by the Council.

Report Author: Jeremy Parkhouse

For Discussion

1. Introduction

1.1 During the course of Council meetings, various actions are referred to the Finance Committee for more detailed discussions / are items that are included in the Finance Committee terms of reference.

1.2 A list of the items referred is listed in the table below: -

	Item Referred	Date of Council Meeting	Proposal
1. .	One Voice Wales	21 st November 2024	Reinforced Autoclaved Aerated Concrete (RAAC)
2.	Wales Air Ambulance	21st November 2024	Request for funding - Community Council Appeal 2024.

1.3 The Finance Committee is requested to consider the above item and has been provided with delegated authority to approve / refuse the request.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
2nd February 2025

Item No. 8
Finance Committee – 18th February 2025
Grants and Donations Policy

Introduction / Purpose

Section 137 of the Local Government Act 1972 provides the Council with the power to give grants to Organisations for the direct benefit to the community. Attached at Appendix A is the Draft Policy and the proposed application form is attached at Appendix B.

Recommendation(s)

It is recommended that: -

- 1) The Draft Grants and Donations Policy be agreed and recommended to Council for approval.

For Decision

Jeremy Parkhouse PSLCC

Clerk to the Community Council

25th January 2025



Grants and Donations Policy

1. Introduction

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

2. Budget Setting for Grants & Donations

- 2.1 The maximum sum set aside each financial year for grants & donations, shall be agreed annually at the Council meeting in which the precept is set.
- 2.2 All applications must be made in writing (preferably via email) and submitted to the Clerk.
- 2.3 All donation applications must be decided by Council.
- 2.4 The Council must satisfy itself that the donation will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed activity.

3. Applications & Supporting Documentation

- 3.1 Each application must be accompanied by supporting documents:
- Summary of the applicant's accounts for the last financial year.
 - Details of the applicant's organisation, Committee, and meeting structure, appointed officers, etc. Councillors must feel confident that appropriate management mechanisms and financial controls are in place within the applicant's Organisation.
 - Other funding sources applied for in relation to the donation concerned.
- 3.2 If the donation requests received exceed the donation monies available in a financial year, then Councillors will target donations which benefit as many people as possible within the Community.
- 3.3 Council shall consider Requests for Grants or Donations shall be considered on a four-monthly basis.



4. Donations Conditions

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

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

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

Jeremy Parkhouse
Clerk to the Llanrhidian Higher Community Council

Appendix B

Llanrhidian Higher Community Council Grants & Donations Policy - Application Form

The Council has legislative power to give grants to Organisations for the direct benefit to the Community. **Note:** Applications can't be given to individuals.

The Council sets aside an annual budget for Grants / Donations. The Grants & Donations Policy is available at http://www.llanrhidianhighercommunitycouncil.co.uk/Strategic_Documents_28850.aspx

Complete all grey shaded areas.

Name & Address inc. Postcode of Organisation (Seeking Grant / Donation)

Provide details of your Organisation. i.e., Aims & Objectives, Committee, Meeting and / or Management Structure, what financial controls are in place within your Organisation?

What is the purpose of the request. What do you want a Grant / Donation for?

How much are you seeking to raise and how much are you asking for from Llanrhidian Higher Community Council?

How will the Community directly benefit from

Supporting Documentation & Financial Information	
---	--

You must provide the following:	Attached Yes / No?
---------------------------------	-------------------------------

Summary of the Applicant's (Organisation's) Accounts for the last financial year.	
---	--

Other Funding sources applied for in relation to the donation concerned?	
--	--

Applicants Name:	
-------------------------	--

Do you have Authority to make this application on behalf of the Organisation?	
--	--

Contact Details: Provide email address	
---	--

Telephone Number	
-------------------------	--

Return to: clerk@llanrhidianhighercommunitycouncil.co.uk

Financial Budget Comparison

Comparison between 01/04/24 and 05/02/25 inclusive. Includes due and unpaid transactions.

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

		2024/25	Actual Net	Balance	2025/26
INCOME					
Administration					
100	Precept	£180,447.15	£180,447.15	£0.00	£183,263.76
105	Refund of bank charges	£0.00	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£0.00	£0.00	£0.00
121	Bank Interest	£1,100.00	£1,328.54	£228.54	£1,500.00
122	Bank Interest	£120.00	£1,074.97	£954.97	£120.00
150	Grants received	£0.00	£0.00	£0.00	£0.00
155	PWLB Loan	£0.00	£0.00	£0.00	£0.00
250	Miscellaneous Income	£6,000.00	£1,000.00	-£5,000.00	£6,000.00
251	Miscellaneous Income - Current Account	£4,800.00	£10,607.21	£5,807.21	£8,000.00
252	Miscellaneous Income - Projects Account	£0.00	£362.50	£362.50	£0.00
Total Administration		£192,467.15	£194,820.37	£2,353.22	£198,883.76
Outside Services					
300	Cemetery Income	£12,000.00	£5,396.50	-£6,603.50	£13,000.00
320	Wayleaves	£129.00	£129.61	£0.61	£129.00
330	Recreation Grounds	£6,450.00	£4,931.40	-£1,518.60	£6,150.00
Total Outside Services		£18,579.00	£10,457.51	-£8,121.49	£19,279.00
Total Income		£211,046.15	£205,277.88	-£5,768.27	£218,162.76

Financial Budget Comparison

Comparison between 01/04/24 and 05/02/25 inclusive. Includes due and unpaid transactions.

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

		2024/25	Actual Net	Balance	2025/26
EXPENDITURE					
Administration					
1001	Salaries	£40,500.00	£28,532.43	£11,967.57	£42,500.00
1002	Clerks Expenses	£650.00	£747.44	-£97.44	£490.00
1010	Subscriptions	£1,410.00	£836.86	£573.14	£1,690.00
1015	Office Costs	£3,960.00	£2,101.36	£1,858.64	£3,850.00
1020	Web Site	£400.00	£290.00	£110.00	£400.00
1025	Advertising	£150.00	£0.00	£150.00	£150.00
1030	Insurance	£5,500.00	£8,116.59	-£2,616.59	£7,600.00
1040	Bank Charges	£100.00	£77.69	£22.31	£100.00
1045	Audit Fees	£775.00	£470.00	£305.00	£850.00
1046	Accountancy Services	£250.00	£0.00	£250.00	£250.00
1050	Legal Costs	£1,000.00	£2,775.00	-£1,775.00	£2,000.00
1060	Loan Repayments	£6,000.00	£2,922.31	£3,077.69	£5,844.62
1065	Training	£0.00	£80.00	-£80.00	£0.00
1070	ICO Fee	£35.00	£35.00	£0.00	£35.00
1075	Consultancy Costs	£300.00	£0.00	£300.00	£100.00
1076	Signage	£500.00	£0.00	£500.00	£300.00
Total Administration		£61,530.00	£46,984.68	£14,545.32	£66,159.62
Outside Services					
3000	Cemeteries	£12,400.00	£1,356.60	£11,043.40	£9,200.00
3001	Grounds Maintenance	£90,000.00	£64,222.24	£25,777.76	£90,000.00
3010	Playgrounds	£5,100.00	£126,514.68	-£121,414.68	£3,900.00

Financial Budget Comparison

Comparison between 01/04/24 and 05/02/25 inclusive. Includes due and unpaid transactions.

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

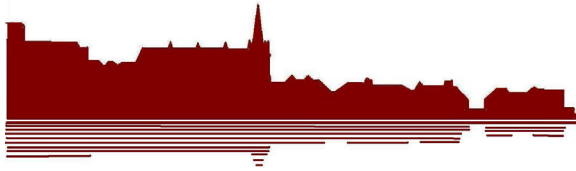
		2024/25	Actual Net	Balance	2025/26
3030	Recreation Grounds	£13,450.00	£30,248.77	-£16,798.77	£14,275.00
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00	£0.00
3050	Other Outside services	£11,500.00	£7,320.86	£4,179.14	£12,050.00
3051	Remembrance Sunday Service	£1,500.00	£1,374.58	£125.42	£1,200.00
3052	War Memorial Charity	£0.00	£0.00	£0.00	£1.00
3055	Defibrillators	£1,600.00	£50.00	£1,550.00	£1,650.00
Total Outside Services		£135,550.00	£231,087.73	-£95,537.73	£132,276.00
Civic					
2000	Councillor Expenses	£3,850.00	£0.00	£3,850.00	£3,850.00
2005	Councillor Training	£800.00	£80.00	£720.00	£800.00
2010	Meeting Costs	£600.00	£280.00	£320.00	£600.00
2030	Election Costs	£3,000.00	£0.00	£3,000.00	£5,000.00
2040	Financial Settlement	£0.00	£0.00	£0.00	£0.00
Total Civic		£8,250.00	£360.00	£7,890.00	£10,250.00
Grants					
4046	Donations	£500.00	£414.85	£85.15	£500.00
4047	Section 137 Payments	£0.00	£0.00	£0.00	£0.00
4048	Power of Well-being (Local Government Act 2000)	£5,000.00	£0.00	£5,000.00	£5,000.00
Total Grants		£5,500.00	£414.85	£5,085.15	£5,500.00
Total Expenditure		£210,830.00	£278,847.26	-£68,017.26	£214,185.62

Financial Budget Comparison

Comparison between 01/04/24 and 05/02/25 inclusive. Includes due and unpaid transactions.

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

	2024/25	Actual Net	Balance	2025/26
Total Income	£211,046.15	£205,277.88	-£5,768.27	£218,162.76
Total Expenditure	£210,830.00	£278,847.26	-£68,017.26	£214,185.62
Total Net Balance	£216.15	-£73,569.38	£62,248.99	£3,977.14



Item No. 10

Report of the Clerk

Finance Committee – 11th February 2025

**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

3rd February 2025

Appendix A

Draft Property Maintenance Programme

	<u>Date</u>			<u>Planned Check /</u>
	<u>Checked</u>	<u>By Whom</u>	<u>Arrangement</u>	<u>Maintenance</u>
<u>Llanmorlais</u>				
Pavilion Roof	Periodically			
Fascias / Guttering	Periodically		Contract	Nov-22
Doors / Windows	Periodically		Contract	
Boiler / Heating	Annually	J Davis (P Sims)	Contract	Jan-25
Showers / Toilets	Annually	Active HSE	Contract	Feb-25
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	J Davis (R Watkins)	Contractor	01/02/2025
<u>Graig Y Coed</u>				
Pavilion Roof	Annually			01/02/2025
Fascias / Guttering	Periodically			
Doors / Windows	Periodically			
Boiler / Heating	Annually	J Davis (P Sims)	Contract	Jan-25
Showers / Toilets	Annually	Active HSE	Contract	Jan-25
Pavilion Painting	5 Years			
Flooring	5 Years			
Fire Check	Annually	CCTV Wales	Contract	Jul-24
H & S Checks	Quarterly	Active HSE	Contract	01/01/2025
Building Structure	Periodically			
Car Park	Monthly	J Davies	Contract	Monthly
Fencing	Monthly	J Davis	GMC	Monthly
Trees	Monthly	J Davis	GMC	Monthly
Electrics	3-Year	J Davis (R Watkins)	Contractor	01/02/2025
<u>Crofty Playground</u>				
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	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	Jan-25
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	01/01/2025
Rugby Pavilion Structure	Periodically			
Boundary	Monthly	J Davis	GMC	Monthly
Trees	Monthly	J Davis	GMC	Monthly
Bowls Pavilion Roof	Annually		Requested	
Fascias / Guttering	Periodically			
Doors / Windows	Periodically			
Boiler / Heating	Annually	J Davis (P Sims)	Contract	Jan-25
Bowls Showers / Toilets	Annually	Active HSE	Contract	Jan-25
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	01/01/2025
Bowls Pavilion Structure	Periodically	Contractors	Insurance	01/06/2024
Electrics	3-year	J Davis (R Watkins)	Contractor	01/02/2025

Memorial Gardens

Boundary	Monthly	J Davis	GMC	Monthly
Memorial Stone	Periodically			
Picnic Bench	Monthly	J Davis	GMC	Monthly
Trees	Monthly	J Davis	GMC	Monthly
Benches	Oct-18	J Davis	GMC	Monthly
Noticeboards	Monthly	Clerk	Employee	Monthly
Electrics	3-year	J Davis (R Watkins)	Contract	01/02/2025
Councillor Check	Periodically	Cllr S Hughes	Risk Inspection	01/05/2024

Dan Y Graig

Pavilion Roof	Periodically		Contract	
New Container Changing Rooms	Periodically			
Fascias / Guttering	Periodically			
Doors / Windows	Periodically			
Boiler / Heating	Annually	J Davis (P Sims)	Contract	Jan-25
Showers / Toilets	Annually	Active HSE	Contract	Jan-25
Pavilion Painting	Weekly	Penclawdd AFC	Club to Manage	Annually
Flooring	Periodically			
Fire Check	Annually	CCTV Wales	Contract	Jun-24
H & S Checks	Quarterly	Active HSE	Contract	01/01/2025
Building Structure	Periodically			
Fencing	Monthly	J Davis	GMC	Monthly
Electrics	3-Year	J Davis (R Watkins)	Contract	01/02/2025

Parc Hendy Cemetery

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

Mount Hermon Chapel, Cemetery & Car Park

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

Old Station Platform

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

Benches

List as per Asset List				Quarterly
------------------------	--	--	--	-----------

5-Year Capital Works Programme

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

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

Item No. 11)
Finance Committee – 18th February 2025
Emergency Plan

Introduction / Purpose

The Community Council requested that an Emergency Plan be drafted to ensure the correct policies are followed during an emergency. Attached at Appendix A is the Draft Plan.

Recommendation(s)

It is recommended that: -

- 1) The Draft Emergency Plan be agreed and recommended to Council for approval.

For Decision

Jeremy Parkhouse PSLCC

Clerk to the Community Council

3rd February 2025

Llanrhidian Higher Community Council Emergency Plan for Buildings and Property

Prepared by: Llanrhidian Higher Community Council **Date:** 25th January 2025

Introduction

This Emergency Plan is designed to protect council buildings and properties during emergencies such as natural disasters, fires, flood and other unforeseen events. It outlines the procedures and responsibilities for ensuring the safety and security of these assets.

Objectives

- Safeguard council buildings and properties.
- Ensure the safety of personnel and visitors.
- Coordinate with emergency services and local authorities.
- Minimize damage to council assets.
- Facilitate quick recovery and restoration of operations.

Emergency Contact Information

Community Council:

- Chair: Councillor Paul Tucker
- Clerk: Jeremy Parkhouse, clerk@llanrhidianhighercommunitycouncil.co.uk

Local Authorities:

- Police: Telephone 999 or 101
- Fire Department: 999 or 0370 6060699

Emergency Response Team

The Emergency Response Team (ERT) responsible for this plan includes:

- Chair
- Clerk
- Councillors
- Ground Maintenance Contractor
- Health and Safety Contractor

Emergency Procedures

1. Activation of Emergency Plan

- The Chair or Clerk will determine the need to activate the plan.
- Notify all members of the ERT and relevant authorities.

2. Communication

- Establish communication channels with Councillors, staff, contractors and visitors.
- Provide regular updates and safety instructions.

3. Evacuation Procedures

- Identify safe evacuation routes and assembly points for each building.
- Conduct regular evacuation drills to ensure preparedness.
- Assist disabled individuals and those requiring additional help.

4. Fire Safety Measures

- Install and maintain fire alarms and extinguishers in all buildings.
- Train Councillors, staff, contractors and volunteers on fire safety procedures and the use of fire-fighting equipment.
- Coordinate with the fire department for regular inspections and training.

5. Security Measures

- Ensure buildings are secured during emergencies to prevent unauthorized access.
- Monitor security systems and cameras.
- Assign personnel to oversee security during an emergency.

6. Resource Allocation

- Maintain an inventory of essential supplies (e.g., first aid kits, emergency lights).
- Ensure backup generators are available and functional.
- Allocate resources for quick repairs and damage control.

7. Recovery Efforts

- Assess the damage to buildings and property after the emergency.
- Coordinate repair and restoration efforts with contractors and local authorities.
- Document all damage and repairs for insurance and record-keeping purposes.

Training and Drills

- Regularly train ERT members and staff on emergency procedures.
- Conduct building-specific emergency drills to ensure everyone is familiar with evacuation routes and protocols.

Review and Update

- Review the Emergency Plan annually and after each emergency.
- Update contact information, procedures, and safety measures as needed.

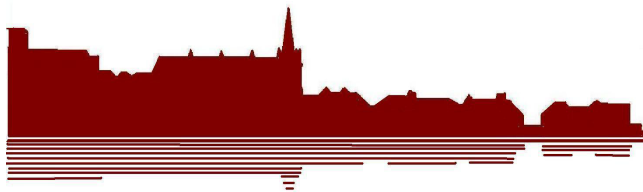
Community Council Buildings

- Bowls Pavilion
 - a) Place emergency contact details within the building.
 - b) Place evacuation procedures within the building, including the location of the electricity box and water stop tap.
 - c) Ensure that the ERT have access to the Council's insurers.
 - d) Water system to be drained by Ground Maintenance Contractor during periods of very cold weather.
 - e) Plumbing improvements have been introduced to counter cold weather issues.
- Rugby Pavilion
 - a) Place emergency contact details within the building.
 - b) Place evacuation procedures within the building, including the location of the electricity box and water stop tap.
 - c) Ensure that the ERT have access to the Council's insurers.
 - d) Water system to be drained by Ground Maintenance Contractor during periods of very cold weather.
 - e) Water system to be drained by Ground Maintenance Contractor during periods of very cold weather.
 - f) Electricity improvements have been introduced to counter cold weather issues (electrical cables around pipes which are linked to a thermostat).
- Dan Y Graig
 - a) Place emergency contact details within the building.
 - b) Place evacuation procedures within the building, including the location of the electricity box and water stop tap.
 - c) Ensure that the ERT have access to the Council's insurers.
 - d) Water system to be drained by Penclawdd AFC Groundsman during periods of very cold weather.

Appendix A

- Graig Y Coed
 - a) Place emergency contact details within the building.
 - b) Place evacuation procedures within the building, including the location of the electricity box and water stop tap.
 - c) Ensure that the ERT have access to the Council's insurers.
 - d) Electricity improvements have been introduced to counter cold weather issues (electrical cables around pipes which are linked to a thermostat).

- Llanmorlais
 - a) Place emergency contact details within the building.
 - b) Place evacuation procedures within the building, including the location of the electricity box and water stop tap.
 - c) Ensure that the ERT have access to the Council's insurers.
 - d) Water system has been drained by Health and Safety Contractor and boiler has been disconnected.



Item No. 12

Report of the Clerk

Finance Committee – 18th February 2025

Finance Committee Workplan 2024/2025

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

Report Author: Jeremy Parkhouse

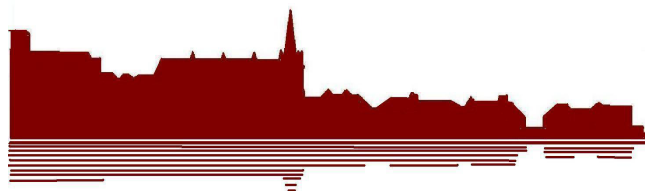
For Information

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.

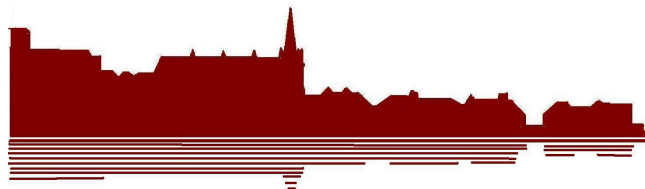
Appendix 1 – Finance Committee Workplan 2024/25.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
3rd February 2025



Finance Committee Workplan 2024/2025

Date of Meeting	Reports
11th June 2024	<ul style="list-style-type: none"> • To Elect the Chair of the Finance Committee for the 2024-2025 Municipal Year. • To Elect the Vice-Chair of the Finance Committee for the 2024-2025 Municipal Year. • Quarterly Discussion with the Grounds Maintenance Contractor – Q4 2023/24 and Q1 2024/25. (Verbal) • To Monitor the Biodiversity and Environment Development Action Plan. • To Monitor the Risk Management Schedule. • Items Referred by Council. • To Monitor the Council Budget 2024-2025. • Council's Property Maintenance Schedule. • Finance Committee Work Plan. • Annual Pitch Costs
12th November 2024	<ul style="list-style-type: none"> • Quarterly Discussion with the Grounds Maintenance Contractor – Q2 2024/25. (Verbal) • To Monitor the Biodiversity and Environment Development Action Plan. • To Agree Burial Fees & Charges 2024. • To Monitor the Council Budget 2024-2025 and to Agree the Draft Council Budget 2025 -2026. • Council's Property Maintenance Schedule. • Items Referred by Council. • To Monitor the Risk Management Schedule. • Finance Committee Work Plan.
18th February 2025	<ul style="list-style-type: none"> • Quarterly Discussion with the Grounds Maintenance Contractor – Q3 2024/25. (Verbal) • To Monitor the Biodiversity and Environment Development Action Plan. • Items Referred to the Finance Committee by Council. • To Monitor the Council Budget 2024-2025 and to Note the 2025-2026 Budget. • Grants and Donations – <ul style="list-style-type: none"> a) Agree Policy b) Grants & Donations Requests / Considerations. • Emergency Plan. • Council's Property Maintenance Schedule. • Finance Committee Work Plan.



April 2025	<ul style="list-style-type: none">• Quarterly Discussion with the Grounds Maintenance Contractor – Q4 2024/25. (Verbal)• To Monitor the Biodiversity and Environment Development Action Plan• The Finance & Governance Toolkit for Community and Town Councils – To Review Part 1, The Health Check - Themes A & B – Update Report• Items Referred by Council – To approve the Model Financial Regulations• To Monitor the Council Budget 2024-2025 and to note the Council Budget 2025-2026.• To Monitor the Risk Management Schedule.• Council's Property Maintenance Schedule• Council Assets.• Finance Committee Work Plan.
-------------------	--