

To: All Members of Llanrhidian Higher Community Council Finance Committee

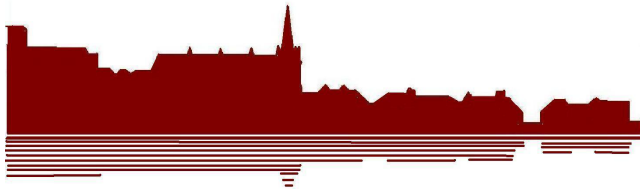
Dear Councillor,

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, 2nd September 2025 at Penclawdd Community Centre, Penclawdd, Swansea.

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 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 3rd June 2025.	5-8
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 2 2025-26. (Verbal)	
6.	To Monitor the Biodiversity and Environment Development Action Plan.	9-13
7.	Items Referred to the Finance Committee by Council – None.	
8.	Financial Report.	14-17
9.	To Monitor the Risk Management Schedule.	18-25
10.	To Agree Sports Pitch Hire / Annual Fees 2026	26-30



11.	Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan.	31-38
12.	Finance Committee Work Plan. (For Information)	39-41
	Next Meeting: - October / November 2025	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse PSLCC
Clerk to the Community Council
26th August 2025

Finance Committee

Councillor Russell Garrington	Councillor Paul Tucker (Chair)
Councillor Sarah Hughes	Councillor Adam Woolliscroft (Vice Chair)
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.

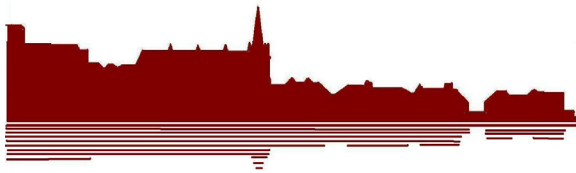
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 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, 3rd June 2025 at 7.30 p.m.

Present:

Councillors: Russell Garrington, Melissa Roberts, Paul Tucker
and Adam Woolliscroft.

Officers: Jeremy Parkhouse – Clerk to the Community Council

1. Election of Chair for the 2025/26 Municipal Year

Resolved that Councillor Paul Tucker be elected Chair of the Finance Committee for the 2025/26 Municipal Year.

(Councillor Paul Tucker presided)

2. Election of Vice-Chair for the 2025/26 Municipal Year

Resolved that Councillor Adam Woolliscroft be elected Vice-Chair of the Finance Committee for the 2025/26 Municipal Year.

3. Apology for Absence

Apology for absence was received from Councillor Sarah Hughes.

4. Disclosures of Personal and Prejudicial Interests

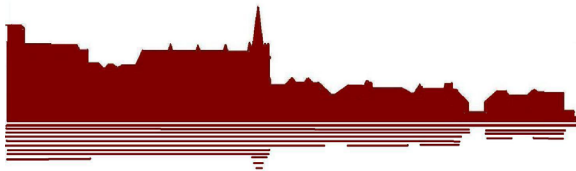
In accordance with the Code of Conduct adopted by Llanrhidian Higher Community Council, no interests were declared.

5. Minutes

Resolved that the Minutes of the Finance Committee meeting held on 18th February 2025 be approved and signed 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) 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: -

- a) Maintenance Programme – this was currently up to date, Graig Y Coed pitches had just been closed for summer maintenance. Llanmorlais Recreation Ground would be closed for maintenance following Llanmorlais Carnival.
- b) Bowls Green – the Clerk reported a letter of response received from the Bowls clubs in relation to the Community Council request to stop parking on the grass adjacent to the Bowls Green and for the entrance gate to be closed when cars access the ground. JD highlighted that he had no issue with cars parking on the grass for matches / training. He added that additional work to the edging around the green would have to be completed in the future.

Action(s): 1) JD to provide a quotation to drop the manhole in front of the car park and use hardcore to extend the car park forward. 2) JD to provide a quotation to install a slow closing mechanism on the gate.

- c) Graig Y Coed Football – Quotations had been provided in respect of removing the goalposts, removal of soil and providing topsoil to the area which had drainage work last year.
- d) St Gwynour's Church Cemetery – JD was working on the potential cost to make the cemetery 'good' prior to the Community Council taking over the cemetery, if approved. The meeting emphasised the ongoing need to work in partnership with the Church.
- e) Penclawdd Playground – Faulty surfboard.

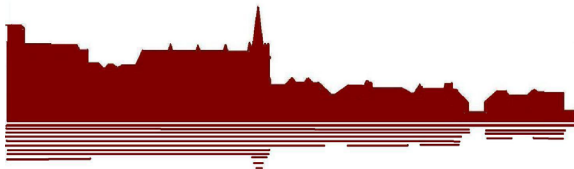
Action(s): 1) Clerk to contact James McGrath

- f) Dunraven – A proposal to leave a central area of Dunraven uncut to assist pollinators was discussed.

Action(s): 1) Central area at Dunraven to be left uncut next year to assist pollinators and the action be added to the Biodiversity and Environment Action Plan.

- g) Skip at Penclawdd Recreation Ground – Some timber had recently been fly tipped inside.

Action(s): 1) JD to immediately lock the skip to prevent fly tipping.



- h) Tennis fencing at Llanmorlais Recreation Ground – the chain link fencing had rotted away. A new fence was required, JD was asked to look at shorter term options.

Action(s): 1) JD to liaise with the Clerk regarding the potential options.

- i) Handrail at Foreshore Car Park – the base of the current handrail was loose. JD had been requested to repair it as it was an emergency.

Action(s): 1) JD to liaise with the Clerk regarding the repairs.

- j) Table Tennis Tables – Councillor Melissa Roberts had been asked regarding introducing outside concrete tables.

Action(s): 1) Option to be discussed further.

8. To Monitor the Biodiversity and Environment Development Action Plan

The Clerk presented the updated Biodiversity and Environment Development Action Plan. It was agreed that the central area at Dunraven to be left uncut next year to assist pollinators.

Action(s): the central area at Dunraven to be left uncut next year to assist pollinators.

9. Items Referred by Council

The items reported were: -

- k) To agree the Model Financial Procedure Rules.

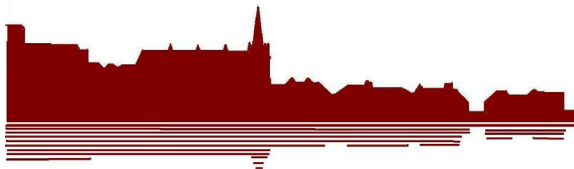
Resolved that the Model Financial Procedure Rules be agreed and recommended for approval to Council.

10. Council Budget

The Clerk presented 'for information' the up-to-date budget spend for 2025-26.

The following quotations were presented: -

- a) Removal of goalposts at Graig Y Coed Football Pitch.
- b) Topsoil at Graig Y Coed Football Pitch.
- c) Path leading to Graig Y Coed Rugby Pitch.
- d) Watering Gower Native Plants at Foreshore Car Park.
- e) Community Shed Insurance.



Resolved that: -

- 1) Quotation a) for £726.00 provided by Jonathan Davis be approved.
- 2) Quotation b) for £1,584.65 provided by Jonathan Davis, be approved.
- 3) Quotation c) for £920.00 provided by Jonathan Davis, be approved.
- 4) Quotation d) for £1,610.00 provided by Jonathan Davis, be refused.
- 5) Quotation e) for £325.00 provided by Gambit Insurance, be approved.

11. Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan

The Clerk presented the updated Council property maintenance schedule, 5-year capital works programme and Health & Safety Action Plan for discussion. The following were discussed: -

- Llanmorlais Changing Rooms – Llanmorlais Hall be asked to remove the remainder of the chairs / carnival equipment. Community Council files would also have to be moved to Penclawdd Community Centre.
- 5-year capital works programme – Remove No.10 – Bandstand at Memorial Gardens and No.12 – Re-establishment of steps to path from Graig Y Coed perimeter path to the Graig footpath.
- Health & Safety Report – Electrical quotations were awaited, the Clerk to progress the work to the pillar at the Rugby Pavilion and arrange for the electrics to remain switched on at Llanmorlais Changing Rooms.

12. To Monitor the Risk Management Schedule

The Clerk presented the updated Risk Management Schedule.

Resolved that the updated Risk Management Schedule be approved.

13. Finance Committee Work Plan

The Clerk presented the Finance Committee Work Plan 'for information'.

The meeting ended at 9.17 p.m.

Chair



Item No. 6

Finance Committee – 2nd September 2025

Biodiversity and Environment Development Action Plan

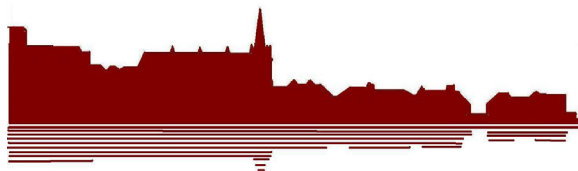
The Environment (Wales) Act 2016 (Part 1) Section 6 Biodiversity and Resilience of Ecosystems Duty which requires that:

‘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.

Recommendation

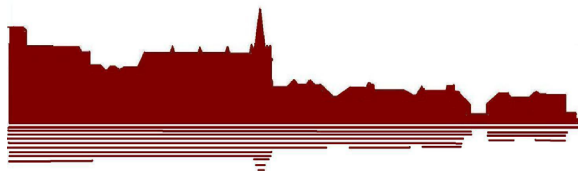
It is recommended that the updated Biodiversity and Environment Development Action Plan be approved.



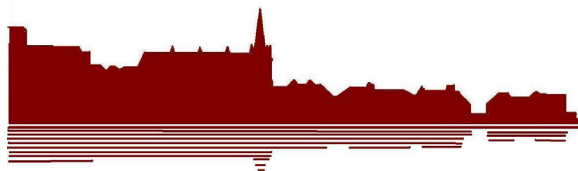
Appendix A

Biodiversity and Environment Development Action Plan

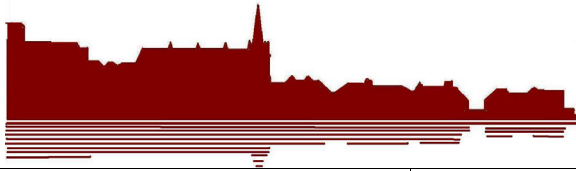
Parc Hendy Cemetery	Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.	Undertaken by Ground Maintenance Contractor
	Grass cutting – grass is left to decompose following cutting.	Undertaken by Ground Maintenance Contractor
	Removal of weeds, planting of hedgerow 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	Grass cutting – grass is left to decompose following cutting.	Undertaken by Ground Maintenance Contractor
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>
Graig Y Coed Woodland Project	Footpaths have been re-opened and volunteers have been trained and are working at the site. The Council needs to plan planting trees and pollinators.	Work completed and training provided by Ground Maintenance Contractor. Volunteers are maintaining the paths.



	<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>
Crofty Playground	Grass cutting – grass is left to decompose following cutting.	Undertaken by Ground Maintenance Contractor
Recreation Ground, Llanmorlais	<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>
Parc Dan Y Graig	<p>Grass cutting – grass is left to decompose following cutting of non-playing areas</p> <p>Leave areas containing wild orchids on bank adjacent to roadside, uncut and look to advertise them. Installation of hedgehog house</p> <p>Installation of bat houses</p> <p>Installation of bird houses</p>	<p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>Completed by Councillor Adam Woolliscroft</p> <p>Completed by Councillor Adam Woolliscroft</p>



	<p>Installation of fruit trees</p> <p>Grass cutting of pitch areas is collected following cutting, stored near the changing rooms and are used as fertilizer.</p>	<p>Installed by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p>
Roundabout at Llanmorlais	Grass cutting – grass is left to decompose following cutting.	Undertaken by Ground Maintenance Contractor
Dunraven	Central area at Dunraven to be left uncut in 2026 to assist pollinators.	To be undertaken by Ground Maintenance Contractor



Item No. 8

Finance Committee – 2nd September 2025

Financial Report

- a) **To Monitor the Council Budget 2025-2026.**
- Appendix A – Budget Report (31st July 2025).
- b) • Quotations Received.

	Quotation Details	Action
1.	To tarmac the external area in front of the Community Shed.	For Decision

Jeremy Parkhouse
Clerk to the Community Council
24th August 2025

Financial Budget Comparison

Comparison between 01/04/25 and 14/08/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Actual Net	Balance
INCOME				
Administration				
100	Precept	£183,263.76	£61,350.56	-£121,913.20
105	Refund of bank charges	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£0.00	£0.00
121	Bank Interest	£1,500.00	£466.30	-£1,033.70
122	Bank Interest	£120.00	£12.69	-£107.31
150	Grants received	£0.00	£25,000.00	£25,000.00
155	PWLB Loan	£0.00	£0.00	£0.00
250	Miscellaneous Income	£6,000.00	£0.00	-£6,000.00
251	Miscellaneous Income - Current Account	£8,000.00	£2,612.34	-£5,387.66
252	Miscellaneous Income - Projects Account	£0.00	£0.00	£0.00
Total Administration		£198,883.76	£89,441.89	-£109,441.87
Outside Services				
300	Cemetery Income	£13,000.00	£4,650.00	-£8,350.00
320	Wayleaves	£129.00	£0.00	-£129.00
330	Recreation Grounds	£6,150.00	£1,362.00	-£4,788.00
Total Outside Services		£19,279.00	£6,012.00	-£13,267.00
Total Income		£218,162.76	£95,453.89	-£122,708.87

Financial Budget Comparison

Comparison between 01/04/25 and 14/08/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Actual Net	Balance
EXPENDITURE				
Administration				
1001	Salaries	£42,500.00	£12,559.33	£29,940.67
1002	Clerks Expenses	£490.00	£208.36	£281.64
1010	Subscriptions	£1,690.00	£123.04	£1,566.96
1015	Office Costs	£3,850.00	£749.93	£3,100.07
1020	Web Site	£400.00	£0.00	£400.00
1025	Advertising	£150.00	£85.00	£65.00
1030	Insurance	£7,600.00	£9,377.14	-£1,777.14
1040	Bank Charges	£100.00	£29.74	£70.26
1045	Audit Fees	£850.00	£1,855.00	-£1,005.00
1046	Accountancy Services	£250.00	£420.00	-£170.00
1050	Legal Costs	£2,000.00	£850.00	£1,150.00
1060	Loan Repayments	£5,844.62	£0.00	£5,844.62
1065	Training	£0.00	£0.00	£0.00
1070	ICO Fee	£35.00	£47.00	-£12.00
1075	Consultancy Costs	£100.00	£0.00	£100.00
1076	Signage	£300.00	£0.00	£300.00
Total Administration		£66,159.62	£26,304.54	£39,855.08
Outside Services				
3000	Cemeteries	£9,200.00	£370.00	£8,830.00
3001	Grounds Maintenance	£90,000.00	£24,690.80	£65,309.20
3010	Playgrounds	£3,900.00	£533.00	£3,367.00
3030	Recreation Grounds	£14,275.00	£5,028.12	£9,246.88
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00
3050	Other Outside services	£12,050.00	£21,558.93	-£9,508.93
3051	Remembrance Sunday Service	£1,200.00	£0.00	£1,200.00
3052	War Memorial Charity	£1.00	£0.00	£1.00
3055	Defibrillators	£1,650.00	£2,950.00	-£1,300.00
Total Outside Services		£132,276.00	£55,130.85	£77,145.15
Civic				
2000	Councillor Expenses	£3,850.00	£0.00	£3,850.00
2005	Councillor Training	£800.00	£210.00	£590.00
2010	Meeting Costs	£600.00	£0.00	£600.00
2030	Election Costs	£5,000.00	£4,349.02	£650.98
2040	Financial Settlement	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/25 and 14/08/25 inclusive. Includes due and unpaid transactions.

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

	2025/26	Actual Net	Balance
Total Civic	£10,250.00	£4,559.02	£5,690.98
Grants			
4046 Donations	£500.00	£0.00	£500.00
4047 Section 137 Payments	£0.00	£0.00	£0.00
4048 Power of Well-being (Local Government Act 2000)	£5,000.00	£0.00	£5,000.00
Total Grants	£5,500.00	£0.00	£5,500.00
Total Expenditure	£214,185.62	£85,994.41	£128,191.21
Total Income	£218,162.76	£95,453.89	-£122,708.87
Total Expenditure	£214,185.62	£85,994.41	£128,191.21
Total Net Balance	£3,977.14	£9,459.48	



Item No. 9

Finance Committee – 2nd September 2025

To Monitor the Risk Management Schedule

1) Introduction

The Terms of Reference of the Finance Committee agreed at the Annual Meeting on 15th May 2025 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
24th August 2025

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 2026/27 budget in November 2025.
	Not paid by County Council	Low	Clerk/RFO to monitor and report to Council. Paid directly to bank account by BACS. All 2024/25 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 2026.
	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.

	Payments	Low	Two Councillors to sign off bank payments to provide additional assurance.
	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 th January 2021. Interest payments totalled over £1,000 in 2024/25.
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.
2. Contracts	Failure to fulfil agreement	Medium	<p>Appointment of company to undertake ground maintenance contract from 1st April 2024 to 31st March 2027 (with provision to extend from 31st March 2027 to 31st March 2029). Monthly completion of works spreadsheet is provided by the contractor. Clerk / Finance Committee to monitor.</p> <p>Finance Committee to monitor other contracts and to follow due process as outlined in the Model Financial Regulations.</p>

	Loss of income	Medium	Full Council / Finance Committee / Clerk to undertake periodical review of completed work.
3. Expenditure			
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 previously 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	Council to monitor. Edge IT software provides assurance, processes VAT and saves the cost of employing professional company.

	Annual Reconciliation of quarterly returns	Low	Undertaken as part of the quarterly process
Financial Assistance	Legal Power to contribute	N/A	Power of Well-being (Local Government Act 2000) payments made in 2024-25 as recommended Finance Committee and approved by Council in March 2025.
	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.
4. Training of Councillors	Maintain Standards	Medium	Ensure Councillors are adequately trained / informed. New legislation requires a Councillors training programme is monitored by Personnel Committee.
5. Training of Clerk / Staff	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. CCTV systems installed at Bowls Pavilion and Graig Y Coed.
	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 was considered by Personnel & General Purposes Sub-Committee on 18th January 2021 and reviewed annually from 2022 to 2025.</p> <p>Assistant appointed to transfer burial records onto Edge IT software. However, this is not contracted work.</p> <p>Future larger projects to appoint a project manager / Clerk to increase hours and project manage projects.</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 Voice Wales report on the hours / duties / pay of the Clerk which was considered by Personnel Committee 2021 to date.</p>

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	Medium	Undertake inspection of all seats for safety reasons and remove / repair, if necessary. Councillor 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 are ongoing and included in the Ground Maintenance Contract.
Disability Discrimination Issues	Failure to identify and implement adaptations.	Medium	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 2024 and was renewed in June 2025.
	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.



Finance Committee – 2nd September 2025

Annual Fees / Pitch Hire Costs 2025-2026

1) Annual Fees for 2025-26

Attached at **Appendix A** are the Annual Fees and pitch hire costs agreed by the Community Council for the 2024-25 season. The fees for 2025-2026 would commence from September in order to fall in line with the football / rugby playing seasons.

2) Pitch Hire Permit Fees

The fees for the cost of pitch hire permits from September 2025 onwards, for the sports pitches at Graig Y Coed and Llanmorlais Recreation Ground which were previously charged in line with those charged by Swansea Council. The proposed fees for 2025-26 are attached at **Appendix B**.

3) Previous Request – Penclawdd AFC

A request was previously received from Penclawdd AFC Seniors and Juniors to extend the annual fee to cover Dan Y Graig, Graig Y Coed and Llanmorlais. The deal worked well last year and the club has indicated that it would like the arrangement to continue. As part of this deal, invoices would still be issued to away teams in respect of all games from under 11 down at Llanmorlais. The commencement of annual fees would also have to start in August / September and fall in line with the football and rugby seasons, as they did last year.

4) Recommendation

It is recommended that: -

- 1) the Finance Committee provisionally agree the Annual Fees / Pitch Hire Costs 2025-2026.
- 2) The Annual Fees / Pitch Hire Costs 2025-2026 be recommended to Council for approval.

For Discussion

Jeremy Parkhouse
Clerk to the Council
27th August 2025

Annual Fees 2024-25

Clubs	Annual Fee 2024-2025	Utilities Arrangements
Penclawdd Bowls Clubs	£600.00 (£300 per club) (From 01/01/2025)	Pay for electricity & water (Usage only for water)
Penclawdd RFC Weights Club	£200.00 (From 01/01/2025)	Pay for electricity & water (Usage only for water)
Penclawdd RFC Seniors & Juniors – Penclawdd Recreation Ground	£800.00 (£500 – Seniors) £300 – Juniors (From 01/09/2024)	Pay for water & electricity in full at Rugby Pavilion
Penclawdd AFC Seniors & Juniors – Graig Y Coed	£800.00 (£500 – Seniors) £300 – Juniors *Note - £400 credit due to the football pitch being unavailable for much of the 2023-24 season. (From 01/09/2024)	
Penclawdd RFC Seniors & Juniors – Graig Y Coed	£800.00 (£500 – Seniors) £300 – Juniors (From 01/09/2024)	
Penclawdd AFC Seniors & Juniors – Parc Dan Y Graig	£800 (£500 – Seniors) £300 – Juniors (From 01/09/2024)	Pay for water & electricity in full at Football Pavilion (This is paid directly to suppliers)
Penclawdd AFC Juniors – Llanmorlais Recreation Ground	£300 – Juniors (From 01/09/2024)	
Llwchwr Schools Under 11's Rugby – Monday Evening Training at Graig Y Coed	£150 (From 01/01/2025)	

Annual Fees 2024-25

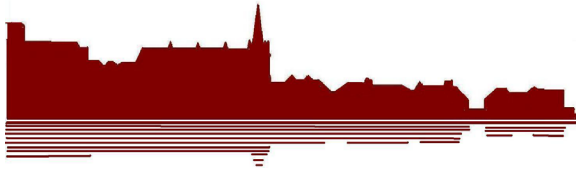
Pitch Hire	From 01/09/2024	Price
Football / Rugby		
Self-Managed		
Senior		£40
Youth		£35
Junior (Rugby Full Pitch) (Under 11 to Under 16)		£35
Junior (Football 11 a side) (Under 12 to Under 16)		£35
Junior (Rugby Full Pitch) (Under 10 to Under 11)		£30
Minis (Football 4 x Teams - £15 a pair) (Under 10 to Under 11)		£30
Mini minis (Football 4 x Teams - £12.50 a pair) (Under 8 to Under 9)		£25
Junior Mini Rugby Under 7 to Under 9)		£25

Annual Fees 2025-26

Clubs	Annual Fee 2025-2026	Utilities Arrangements
Penclawdd Bowls Clubs	£625.00 (£312.50 per club) (From 01/01/2026)	Pay for electricity & water (Usage only for water)
Penclawdd RFC Weights Club	£225.00 (From 01/01/2026)	Pay for electricity & water (Usage only for water)
Penclawdd RFC Seniors & Juniors – Penclawdd Recreation Ground	£850.00 (£525 – Seniors) £325 – Juniors (From 25/09/2025)	Pay for water & electricity in full at Rugby Pavilion
Penclawdd AFC Seniors & Juniors – Graig Y Coed	£850.00 (£525 – Seniors) £325 – Juniors (From 25/09/2025)	
Penclawdd RFC Seniors & Juniors – Graig Y Coed	£850.00 (£525 – Seniors) £325 – Juniors (From 25/09/2025)	
Penclawdd AFC Seniors & Juniors – Parc Dan Y Graig	£850 (£525 – Seniors) £325 – Juniors (From 25/09/2025)	Pay for water & electricity in full at Football Pavilion (This is paid directly to suppliers)
Penclawdd AFC Juniors – Llanmorlais Recreation Ground	£325 – Juniors (From 25/09/2025)	
Llwchwr Schools Under 11's Rugby – Monday Evening Training at Graig Y Coed	£200 (From 01/01/2026)	

Annual Fees 2025-26

Pitch Hire	From 01/09/2025	Price
Football / Rugby		
Self-Managed		
Senior		£80
Youth		£60
Junior (Rugby Full Pitch) (Under 11 to Under 16)		£40
Junior (Football 11 a side) (Under 12 to Under 16)		£40
Junior (Rugby Full Pitch) (Under 10 to Under 11)		£36
Minis (Football (Under 10 to Under 11) (£12 a team)		£36
Mini minis (Football) (Under 8 to Under 9) (£12 a team)		£36
Junior Mini Rugby Under 7 to Under 9) (£12 a team)		£36



Item No. 11

Report of the Clerk

Finance Committee – 2nd September 2025

**Property Maintenance Schedule, Capital Works
Programme & Health & Safety Action Plan**

1. Property Maintenance Schedule

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

2. 5-Year Capital Works Programme

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

3. Action Plan – Health & Safety Report

Attached for discussion at Appendix C.

Recommendation

It is recommended that: -

- 1) The Property Maintenance Schedule, 5-Year Capital Works Programme and Action Plan – Health & Safety be reviewed and any actions be agreed.

Jeremy Parkhouse

Clerk to the Community Council

26th August 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	01/03/2025
H & S Checks	Quarterly	Active HSE	Contract	01/03/2025
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	01/05/2025
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	Mar-25
H & S Checks	Quarterly	Active HSE	Contract	01/03/2025
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
CCTV	Annually	PES	Contractor	31/05/2025
<u>Community Shed</u>				
External Check	Weekly	Volunteers		
Electrics Check	3-year	Rawelec	Contract	01/07/2025
Plumbing Check	Annual	P Sims	Contract	01/07/2025
Doors / Windows	Weekly	Volunteers	Voluntary	01/09/2025
Painting	Annually	Volunteers	Voluntary	01/07/2025
Fire Check	Annually	CCTV Wales	Contract	
Health and Safety	Quarterly	Active HSE	Contract	01/09/2025
<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	Play Inspection Co.	Completed	Jun-25

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	Play Inspection Co.	Completed	Jun-25

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-25

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-25
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-25
H & S Checks	Quarterly	Active HSE	Contract	01/09/2025
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	Sep-25
Bowls Pavilion Painting	5 Year			01/12/2023
Bowls Pavilion Flooring	5 Year			
Fire Check	Annually	CCTV Wales	Contract	Jun-25
H & S Checks	Quarterly	Active HSE	Contract	01/03/2025
Bowls Pavilion Structure	Periodically	Contractors	Insurance	01/03/2025
Electrics	3-year	J Davis (R Watkins)	Contractor	01/02/2025
CCTV	Annually	PES	Contractor	23/05/2025

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	01/05/2025

Dan Y Graig

Pavilion Roof	Periodically		Contract	
New Container Changing Rooms	Periodically		Contract	
Fascias / Guttering	Periodically		Contract	
Doors / Windows	Periodically		Contract	
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-25
H & S Checks	Quarterly	Active HSE	Contract	01/09/2025
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-25
Information Panels x 4	Quarterly	GMC	Risk Inspection	Jun-25

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: -

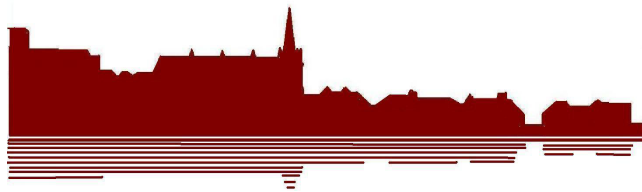
1)	Developments at Dan Y Graig Football Ground.
2)	Top entrance / wall / improve car park surface / entrance road / appearance at Parc Hendy Cemetery and preparation of new extension of land for burials.
3)	Internal / external works at Graig Y Coed Pavilion.
4)	Solution for introducing hybrid meetings.
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)	Llanmorlais Skateboard Hub – Resurfacing / new template.
	Potential Projects
11)	Installation of ACO drainage channels to Llanmorlais Hall Car Park.
12)	Removal of old French Drain and installation of new at Penclawdd Recreation Ground.

**LLANRHIDIAN HIGHER COMMUNITY COUNCIL
ACTION PLAN
HEALTH & SAFETY REPORT**

	RECOMMENDATION(S)	CLASS (HR; MR; LR; GP)	AGREED ACTIONS / COMMENTS	PERSONS RESPONSIBLE	Update as at 26 th August 2025
Parc Dan Y Graig					
	<p>Emergency lighting to be installed as follows: -</p> <ul style="list-style-type: none"> Emergency lighting to be installed in the new changing rooms. Emergency lighting to be installed above the exit doors. 	Medium Risk	Contractor(s) quote approved by Council.	JP / KB	Completed - RAWEELEC
Penclawdd Recreation Ground					
	<p>Rugby Pavilion: -</p> <ul style="list-style-type: none"> Emergency light not working. Emergency lighting certification is overdue. The rear pillar on the outside of the building is rusted through - risk of cuts, especially to children and may be structurally unsound with a risk of collapse of the overhanging part of the roof. No PAT testing of Electrical Items in the Kitchen (belonging to Penclawdd RFC). 	Medium Risk	Contractor(s) quote approved by Council.	JP / KB	<ul style="list-style-type: none"> Installed by RAWEELEC Undertaken by RAWEELEC Awaiting quotation Items PAT tested and work was being undertaken.

	RECOMMENDATION(S)	CLASS (HR; MR; LR; GP)	AGREED ACTIONS / COMMENTS	PERSONS RESPONSIBLE	Update as at 26 th August 2025
	Bowls Pavilion: - <ul style="list-style-type: none"> The under-sink water heater for the kitchen sink is not working. The Toilet in the Ladies is running continuously. The Emergency lighting Annual Certification is overdue. PAT testing is required on the electrical items in the Pavilion. 	LR	Contractor(s) quote approved by Council.	JP / KB	<ul style="list-style-type: none"> Repaired by RAWEELEC Repaired by P Sims Work completed by RAWEELEC Work completed by RAWEELEC
Graig Y Coed					
	Pavilion: - <ul style="list-style-type: none"> There are doors being stored in the lobby preventing access to Disabled toilet. The doors hinder the safe evacuation route from the building. Quite a bit of mess and clutter in the officials' changing room which could cause trips etc. and hinder evacuation. The shower is also being used for storage. 	Low Risk	<ul style="list-style-type: none"> Doors to be safely removed. Officials changing room to be cleared, especially equipment being stored in the shower. 	JP	<ul style="list-style-type: none"> Arrangements were underway to clear the items listed.
Recreation Ground Llanmorlais					
	<ul style="list-style-type: none"> As before issue with the electric being off all the time. Many systems. not working – including emergency lighting and Fire Alarm. 	Low Risk	<ul style="list-style-type: none"> Works approved by Council. 	Finance Committee	<ul style="list-style-type: none"> Awaiting works to be completed.

	RECOMMENDATION(S)	CLASS (HR; MR; LR; GP)	AGREED ACTIONS / COMMENTS	PERSONS RESPONSIBLE	Update as at 26 th August 2025
	<ul style="list-style-type: none"> There is a lot of equipment being stored within the older changing rooms, which would hinder safe evacuation and is a risk to trips etc. Chairs, which belong to Llanmorlais Hall, are still being stored within the newer changing rooms. Llanmorlais Carnival equipment is being stored within the newer changing rooms. Some equipment for the Community Shed is also being stored in the newer changing rooms. Community Council files are to be relocated to Penclawdd Community Centre. 	Low Risk	<ul style="list-style-type: none"> Finance Committee approved actions. 	Finance Committee	<ul style="list-style-type: none"> Awaiting works to be completed.



Item No. 12

Report of the Clerk

Finance Committee – 2nd September 2025

Finance Committee Workplan 2025/2026

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

Report Author: Jeremy Parkhouse

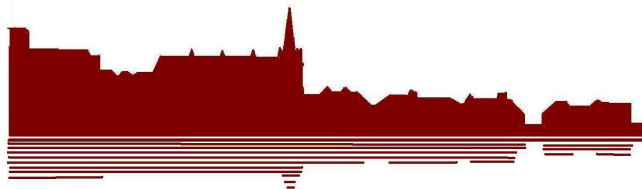
For Information

1. Introduction

- 1.1 The Committee Workplan to May 2026 is attached at Appendix 1 for information.
- 1.2 The dates included for the meetings in 2025/26 are approximate / subject to change.

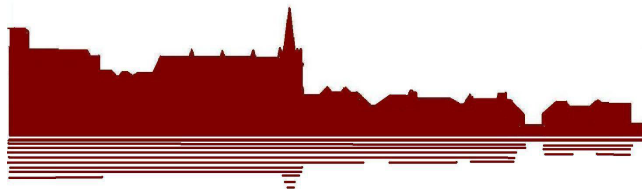
Appendix 1 – Finance Committee Workplan 2025/26.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
26th August 2025



Finance Committee Workplan 2025/2026

Date of Meeting	Reports
3rd June 2025	<ol style="list-style-type: none"> 1. To Elect the Chair of the Finance Committee for the 2025-2026 Municipal Year. 2. To Elect the Vice-Chair of the Finance Committee for the 2025-2026 Municipal Year. 3. Quarterly Discussion with the Grounds Maintenance Contractor – Q4 2024/25 and Q1 2025/26. (Verbal) 4. To Monitor the Biodiversity and Environment Development Action Plan. 5. Items Referred by Council – Model Financial Procedure Rules. 6. To Monitor the Council Budget 2025-2026. 7. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 8. To Monitor the Risk Management Schedule. 9. Finance Committee Work Plan.
2nd September 2025	<ol style="list-style-type: none"> 1. Quarterly Discussion with the Grounds Maintenance Contractor – Q2 2025/26. (Verbal) 2. To Monitor the Biodiversity and Environment Development Action Plan. 3. Financial Report. 4. To Monitor the Risk Management Schedule. 5. To Agree Sports Pitch Hire Fees 2026. 6. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 7. Items Referred by Council. 8. Finance Committee Work Plan.
October / November 2025	<ol style="list-style-type: none"> 1. To Monitor the Council Budget 2025-2026 and to Agree the Draft Council Budget 2026-2027. 2. To Monitor the Risk Management Schedule. 3. To Consider Grants and Donations. 4. To Agree Burial Fees & Charges 2026. 5. The Finance & Governance Toolkit for Community and Town Councils – To Review Part 1, The Health Check - Themes A & B – Update Report 6. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 7. Items Referred by Council. 8. Finance Committee Work Plan.



January 2026	<ol style="list-style-type: none"> 1. Quarterly Discussion with the Grounds Maintenance Contractor – Q3 2025/26. (Verbal) 2. To Monitor the Biodiversity and Environment Development Action Plan. 3. Items Referred to the Finance Committee by Council. 4. To Monitor the Council Budget 2025-2026 and to Note the 2026-2027 Budget. 5. To Consider Grants and Donations. 6. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 7. Finance Committee Work Plan.
March 2026	<ol style="list-style-type: none"> 1. Quarterly Discussion with the Grounds Maintenance Contractor – Q4 2025/26. (Verbal) 2. To Monitor the Biodiversity and Environment Development Action Plan 3. To Monitor the Council Budget 2025-2026 and to note the Council Budget 2026-2027. 4. To Monitor the Risk Management Schedule. 5. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 6. Council Assets. 7. Finance Committee Work Plan.