

To: All Members of Llanrhidian Higher Community Council Finance Committee

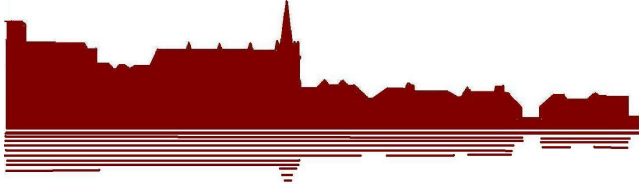
Dear Councillor,

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, 12th March 2024 at Penclawdd Community Centre, Penclawdd.

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 4 th January 2024.	5-6
4.	Public Question Time (Must be related to items listed on the agenda – 10 Minutes). (Verbal)	
5.	Quarterly Discussion with the Grounds Maintenance Contractor. (Verbal)	
6.	To Monitor the Biodiversity and Environment Development Action Plan.	7-11
7.	To Monitor the Council Budget 2023-2024 and to Note the Budget 2024-2025.	12-14
8.	To Monitor the Risk Management Schedule.	15-22
9.	The Council's Property Maintenance Schedule.	23-27
10.	Items Referred to the Finance Committee by Council – None.	
11.	Finance Committee Work Plan. (For Information)	28-30



	Next Meeting: - April 2024	

Jeremy Parkhouse

**Jeremy Parkhouse PSLCC
Clerk to the Community Council
5th March 2024**

Finance Committee

Councillor John Davies (Vice-Chair)	Councillor Paul Tucker (Chair)
Councillor Sarah Hughes	Councillor Adam Woolliscroft
Councillor Melissa Roberts	

Quorum – 3

Item No. 2
Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

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

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

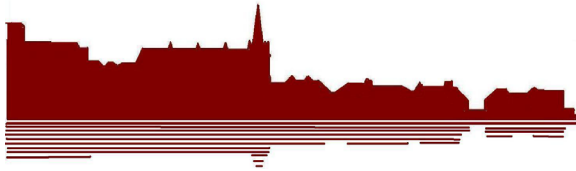
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3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

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

Officers

Financial Interests

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



Llanrhidian Higher Community Council

Minutes of the Finance Committee Meeting

Held at Penclawdd Community Centre

on Thursday, 4th January 2024 at 6.30 p.m.

Present: Councillor Paul Tucker (Chair) presided

Councillors: John Davies, Sarah Hughes, Melissa Roberts and Adam Woolliscroft

Officers: Jeremy Parkhouse – Clerk to the Community Council

36. Apologies for Absence

None.

37. Disclosures of Personal and Prejudicial Interests

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

38. Minutes

Resolved that the Minutes of the Finance Committee meetings held on 7th November 2023 be signed and approved as a correct record.

39. Public Question Time

None.

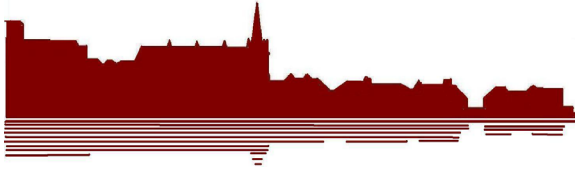
40. Exclusion of the Public

Resolved that the public be excluded from the meeting during consideration of the following item(s) of business on the grounds that that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted as set out in the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

(Closed Session)

41. To Appoint the 2024-2027 Grounds Maintenance Contractor.

The Clerk reported that following the approval of the contract at the meeting held on 3rd October 2023, documents were circulated to 4 contractors and advertised on the Community Council website.



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

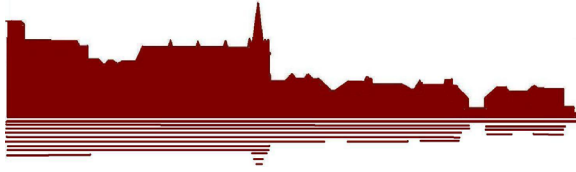
2 contractors declined to submit a tender and a further contractor, failed to submit a tender on time.

1 tender was submitted by the required timescale and was subjected to a detailed assessment.

Resolved that Tenderer 4 be recommended for approval to the Extraordinary Council on 4th January 2024.

The meeting ended at 6.55 p.m.

Chair



Item No. 6

Finance Committee – 12th March 2024

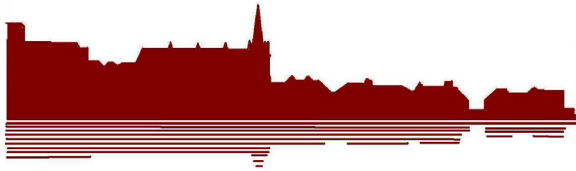
Biodiversity and Environment Development Action Plan

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

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

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

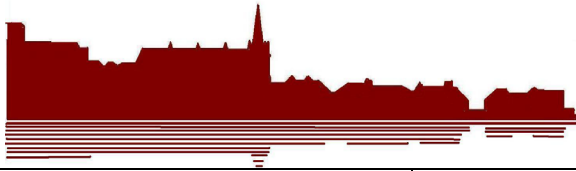
For Discussion



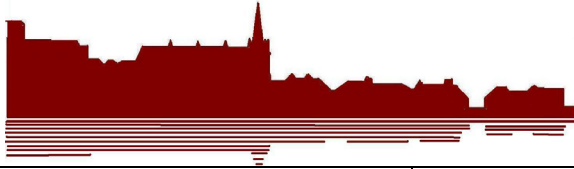
Appendix A

Biodiversity and Environment Development Action Plan

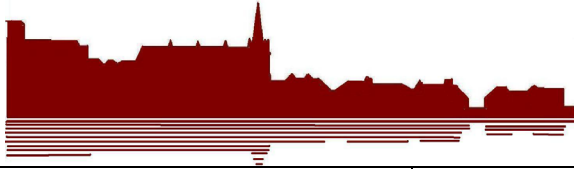
<p>Parc Hendy Cemetery</p>	<p>Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.</p> <p>Grass cutting – grass is left to decompose following cutting.</p> <p>Removal of weeds, planting of hedgerow and wildflowers to the right of entrance / bordering neighbouring property.</p> <p>Seeding of wildflowers adjacent to the bottom entrance to the Cemetery.</p>	<p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>Seeding completed by Ground Maintenance Contractor</p>
<p>Mount Hermon Cemetery</p>	<p>Use of hedges for pollinators. Consider adopting environmentally friendly burial options.</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>Lower area is left uncut at the bottom of the cemetery to assist owls to hunt.</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>Recreation Ground, Penclawdd</p>	<p>Use of wooded area behind Rugby Pavilion for pollinators.</p>	<p>Monitored by Ground Maintenance Contractor</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>Wildflowers planted in area behind Bowls Pavilion / Tennis Courts for pollinators.</p> <p>Leave areas containing wild orchids uncut and look to advertise them.</p>	<p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>To be undertaken by the Ground Maintenance Contractor</p>
Foreshore Car Park	<p>Planting of natural Gower plants between the sea walls.</p> <p>Grass cutting – grass is left to decompose following cutting.</p> <p>Signage for Gower plants</p> <p>Information boards describing the Gower plants installed</p>	<p>Previously financed by Councillor Andrew Williams, quotation being considered by Council for the Community Council to manage going forward</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>



<p>Graig Y Coed Playing Fields</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>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 are due to be trained prior to working at the site. The Council needs to plan planting trees and pollinators. Creation of woodland project.</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 to be provided by Ground Maintenance Contractor.</p> <p>To be undertaken as part of the project</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.</p> <p>Installation of hedgehog house</p> <p>Installation of bat houses</p> <p>Installation of bird houses</p> <p>Installation of fruit trees</p>	<p>Undertaken by Ground Maintenance Contractor</p> <p>To be undertaken by Ground Maintenance Contractor</p> <p>Completed by Councillor Adam Woolliscroft</p> <p>Completed by Councillor Adam Woolliscroft</p> <p>Completed by Councillor Adam Woolliscroft</p> <p>To be installed by Ground Maintenance Contractor</p>
<p>Roundabout at Llanmorlais</p>	<p>Grass cutting – grass is left to decompose following cutting.</p>	<p>Undertaken by Ground Maintenance Contractor</p>

Financial Budget Comparison

Comparison between 01/04/23 and 05/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/24	Actual Net	Balance	2024/25	
INCOME						
Administration						
100	Precept	£153,999.34	£163,725.98	£164,427.73	£701.75	£180,447.15
105	Refund of bank charges	£0.00	£0.00	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£12.00	£0.00	£-12.00	£0.00
121	Bank Interest	£546.41	£12.00	£1,501.11	£1,489.11	£1,100.00
122	Bank Interest	£0.00	£0.00	£193.35	£193.35	£120.00
150	Grants received	£0.00	£0.00	£303,215.08	£303,215.08	£0.00
155	PWLB Loan	£0.00	£0.00	£0.00	£0.00	£0.00
250	Miscellaneous Income	£925.24	£2,500.00	£2,778.14	£278.14	£4,200.00
251	Miscellaneous Income - Current Account	£2,828.69	£3,500.00	£130,086.26	£126,586.26	£4,800.00
Total Administration		£158,299.68	£169,749.98	£602,201.67	£432,451.69	£190,667.15
Outside Services						
300	Cemetery Income	£7,717.00	£10,000.00	£8,300.00	£-1,700.00	£12,000.00
320	Wayleaves	£128.55	£129.00	£128.55	£-0.45	£129.00
330	Recreation Grounds	£5,629.34	£9,700.00	£4,960.75	£-4,739.25	£6,450.00
Total Outside Services		£13,474.89	£19,829.00	£13,389.30	£-6,439.70	£18,579.00
Total Income		£171,774.57	£189,578.98	£615,590.97	£426,011.99	£209,246.15

Financial Budget Comparison

Comparison between 01/04/23 and 05/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

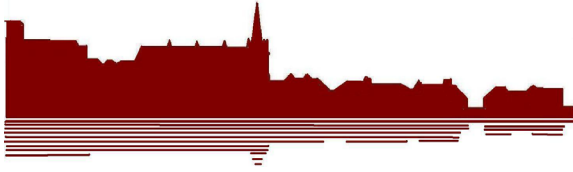
		Previous Year's Net	2023/24	Actual Net	Balance	2024/25
EXPENDITURE						
Administration						
1001	Salaries	£28,012.08	£36,500.00	£30,609.35	£5,890.65	£40,500.00
1002	Clerks Expenses	£426.15	£430.00	£792.69	-£362.69	£650.00
1010	Subscriptions	£1,073.13	£1,230.00	£460.04	£769.96	£1,410.00
1015	Office Costs	£2,937.91	£3,300.00	£2,590.30	£709.70	£3,960.00
1020	Web Site	£356.00	£850.00	£286.00	£564.00	£400.00
1025	Advertising	£85.00	£150.00	£85.00	£65.00	£150.00
1030	Insurance	£5,267.13	£5,000.00	£5,126.28	-£126.28	£5,500.00
1040	Bank Charges	£77.55	£80.00	£77.00	£3.00	£100.00
1045	Audit Fees	£681.00	£715.00	£450.00	£265.00	£775.00
1046	Accountancy Services	£0.00	£260.00	£525.00	-£265.00	£250.00
1050	Legal Costs	£0.00	£2,500.00	£0.00	£2,500.00	£1,000.00
1060	Loan Repayments	£2,576.36	£6,000.00	£1,288.18	£4,711.82	£6,000.00
1065	Training	£0.00	£800.00	£0.00	£800.00	£0.00
1070	ICO Fee	£35.00	£35.00	£35.00	£0.00	£35.00
1075	Consultancy Costs	£0.00	£300.00	£0.00	£300.00	£300.00
1076	Signage	£331.00	£500.00	£0.00	£500.00	£500.00
Total Administration		£41,858.31	£58,650.00	£42,324.84	£16,325.16	£61,530.00
Outside Services						
3000	Cemeteries	£1,492.56	£12,700.00	£3,987.22	£8,712.78	£12,400.00
3001	Grounds Maintenance	£88,608.38	£75,000.00	£65,127.49	£9,872.51	£90,000.00
3010	Playgrounds	£0.00	£7,100.00	£384.00	£6,716.00	£5,100.00
3030	Recreation Grounds	£10,920.48	£13,300.00	£204,253.91	-£190,953.91	£13,450.00
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£1,500.00	£0.00	£1,500.00	£0.00
3050	Other Outside services	£2,601.40	£11,850.00	£9,324.49	£2,525.51	£11,500.00

Financial Budget Comparison

Comparison between 01/04/23 and 05/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/24	Actual Net	Balance	2024/25
3051 Remembrance Sunday Service	£921.82	£1,400.00	£1,159.65	£240.35	£1,500.00
3052 War Memorial Charity	£0.00	£0.00	£1.00	-£1.00	£0.00
3055 Defibrillators	£1,625.00	£1,500.00	£2,945.00	-£1,445.00	£1,600.00
Total Outside Services	£106,169.64	£124,350.00	£287,182.76	-£162,832.76	£135,550.00
Civic					
2000 Councillor Expenses	£0.00	£3,850.00	£0.00	£3,850.00	£3,850.00
2005 Councillor Training	£630.00	£800.00	£254.00	£546.00	£800.00
2010 Meeting Costs	£360.00	£300.00	£180.00	£120.00	£600.00
2030 Election Costs	£210.00	£3,000.00	£0.00	£3,000.00	£3,000.00
2040 Financial Settlement	£0.00	£0.00	£0.00	£0.00	£0.00
Total Civic	£1,200.00	£7,950.00	£434.00	£7,516.00	£8,250.00
Grants					
4046 Donations	£450.00	£500.00	£0.00	£500.00	£500.00
4047 Section 137 Payments	£0.00	£0.00	£0.00	£0.00	£0.00
4048 Power of Well-being (Local Government Act 2000)	£4,100.00	£5,000.00	£3,500.00	£1,500.00	£5,000.00
Total Grants	£4,550.00	£5,500.00	£3,500.00	£2,000.00	£5,500.00
Total Expenditure	£153,777.95	£196,450.00	£333,441.60	-£136,991.60	£210,830.00
Total Income	£171,774.57	£189,578.98	£615,590.97	£426,011.99	£209,246.15
Total Expenditure	£153,777.95	£196,450.00	£333,441.60	-£136,991.60	£210,830.00
Total Net Balance	£17,996.62	-£6,871.02	£282,149.37		-£1,583.85



Item No. 8

Finance Committee – 12th March 2024

To Monitor the Risk Management Schedule

1) Introduction

The Terms of Reference of the Finance Committee agreed at the Annual Meeting on 18th May 2023 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
5th March 2024

Appendix A

LLANRHIDIAN HIGHER COMMUNITY COUNCIL - RISK ASSESSMENT SCHEDULE

Assessment Criteria

Topic	Risk Identified	Classification	Measures to be taken to Reduce/Minimise/Control Risk
1. <u>Income</u> Precept	Not Submitted	Low	Full Budget process in place and financial software used. Clerk to provide monthly budget monitoring reports and following year's budget in November and agree it in January. Full Council to consider budget monthly. Full Council to determine precept annually in January. Finance Committee to agree draft 2023/24 budget.
	Not paid by County Council	Low	Clerk/RFO to monitor and report to Council Paid directly to bank account by BACS. All 23/24 payments made.
	Inadequacy of Precept	Low	Clerk to present monthly Reconciled Accounts, All monthly Receipts and Expenditure, Financial Summary to Council meeting. Full Council to review/compare budget to actual monthly. Finance Committee to monitor budget spend.
Charges - Cemetery	Grave Allocation	Medium	Updating of Burial Register – Ongoing. Cemetery mapping software purchased. Additional cemetery management software purchased, and training has been provided. Assistant appointed to input information and inputting is ongoing but periodic. The Council may benefit from making this a permanent appointment to ensure consistent workload.
	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 2024.
	Banking of Fees	Low	Clerk/RFO to bank monies within 10 working days of receipt thereof.

Loss of Money	Business Interruption	Low	Insured for Loss.
	In Transit	Low	Insured for loss.
	In Premises	Low	Insured for loss.
	In Safe	Low	Insured for loss.
	Private Residence of Member or Employee	Low	Insure to maximum level
	Through theft or dishonesty of Staff or Members	Low	Insured for loss.
Borrowing / Lending	Adequacy of finances to repay loan	Low	The Council is paying a £24,000 PWLB loan from Welsh Government in respect of improvements at Mount Hermon Cemetery. This is payable over 10 years. Additional PWLB borrowing was approved for £25,000 in respect of Parc Dan Y Graig.
Investment Strategy Policy	Investment Strategy Policy	Low	The Council invested £25,000 with CCLA on 18 th January 2021.
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	Appointment of company to undertake ground maintenance contract from 1 st April 2024 to 31 st March 2027 (with provision to extend from 31 st March 2027 to 31 st March 2029). Monthly completion of works spreadsheet is provided by the contractor. Clerk / Finance Committee to monitor. Finance Committee to monitor other contracts and to follow due process as outlined in the Model Financial Regulations.
	Loss of income	Medium	Full Council / Finance Committee / Clerk to undertake periodical review of completed work.

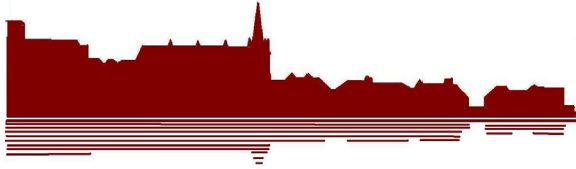
3. Expenditure			
Legal Powers	Illegal Payment or Activity	Medium	All statutory powers to undertake work recorded in minutes. Ensure compliance with Standing Orders and Financial Regulations. Reviewed Standing Orders and Financial Regulations to be reported to Annual Council. Financial Regulations to 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.
	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	

Financial Assistance	Legal Power to contribute	N/A	Power of Well-being (Local Government Act 2000) payments made in 2023-24 as recommended Finance Committee and approved by Council in July 2023.
	Compliance with Council Policy	Low	Councillors to be trained as per the agreed training Programme, introduced by new Welsh Government legislation which is to be monitored by Personnel Committee.
	Overspend	Low	Council / Finance Committee / Clerk to monitor monthly.
Councillors Allowances	Over/Under payments to Members	N/A	All Councillors not requiring Councillor allowances payments to inform the Clerk individually.
	Proper deduction of tax	N/A	To be processed by the Clerk / Independent Accountant company.
	Maintain proper records	N/A	Clerk to maintain records.
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.
	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. Consideration be given to appoint a building surveyor to advise on Council property.
Staff	Sufficient to deliver service	Low	<p>Personnel Committee to monitor hours, duties, responsibilities, workload, performance and to undertake annual appraisal of the Clerk. Contract and performance indicators for Clerk to be agreed and reviewed periodically.</p> <p>One Voice Wales report on the hours / duties / pay of the Clerk which was considered by Personnel & General Purposes Sub-Committee on 18th January 2021 and reviewed in 2022 and 2023.</p> <p>Assistant appointed to transfer burial records onto Edge IT software. However, this is not contracted work.</p> <p>Ground Maintenance Contractor appointed as project manager of the Penclawdd Playground Project. Future larger projects to appoint a project manager.</p>
Staff	Loss of key personnel – Clerk through ill health, retirement, long term sickness or even death	Medium	<p>Clerk of Llangyfelach Community Council / 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 & General</p>

			Purposes Sub-Committee on 18 th January 2021 and Personnel Committee in February 2022 and 2023.
Cemetery	Future Demand	Low	Adequate land available for at least 75/100 years in cemeteries. Contractor has designed the new area of Parc Hendy Cemetery, which was approved by Council.
	Present Capacity	Low	Review capacity and need to provide for future demand. Contractor has designed the new area of the graveyard, which was approved by Council in July 2023, in respect of the new area at Parc Hendy Cemetery.
	Memorial Headstones (Safety)	Medium	Contractor has completed making safe any dangerous headstones / graves at both Parc Hendy Cemetery and Hermon Cemetery and completed new checks. Checks to be undertaken every 3 years and contractor to monitor regularly.
	Stability of Boundary Walls, Trees, Hedges and paths	Medium	Contractor to regularly undertake inspection of all boundary fencing, trees, hedges and paths for stability. Leaf clearance inspection / clearance to be undertaken monthly by Contractor. Contractors to advise regarding boundary walls. Wall at Mount Hermon Cemetery renewed in March 2021.
	Condition of seats	High	Undertake inspection of all seats for safety reasons and remove / repair, if necessary. Councillors John Davies and Sarah Hughes have agreed to check.
Consultations	Meeting of deadlines for response	Low	Consideration of planning applications and other consultative documents falling in between normal monthly meetings to be circulated to Councillors and comments / responses to be forwarded by the Clerk in conjunction with the Chair / Vice Chair.
Document Security	Appropriateness of existing facilities	Low	Storage of paperwork at Llanmorlais Changing Rooms in order for paperwork to be stored for 6 years as required by law. Records / Agenda papers are stored with West Glamorgan Archives. New agreement made with Penclawdd Community Centre to store documentation.
Financial Records	Inadequate Records	Low	Financial records updated monthly. Electronic Cloud storage purchased. Financial management software records all financial transactions.

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



Item No. 9

Report of the Clerk

Finance Committee – 12th March 2024

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

1) Property Maintenance Schedule

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

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

For Information.

Jeremy Parkhouse

Clerk to the Community Council

5th March 2024

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	P Sims	Contract	Feb-22
Showers / Toilets	Annually	Active HSE	Contract	Feb-22
Fire Check	Annually	CCTV Wales	Contract	01/03/2022
H & S Checks	Quarterly	Active HSE	Contract	01/03/2023
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	Clr M Roberts	Risk Inspection	01/08/2022
Electrics	3-year	Lighthouse	Contractor	01/08/2022
<u>Graig Y Coed</u>				
Pavilion Roof	Annually			01/03/2022
Fascias / Guttering	Periodically			
Doors / Windows	Periodically			
Boiler / Heating	Annually	P Sims	Contract	Dec-22
Showers / Toilets	Annually	Active HSE	Contract	Apr-23
Pavilion Painting	5 Years			
Flooring	5 Years			
Fire Check	Annually	CCTV Wales	Contract	Jul-23
H & S Checks	Quarterly	Active HSE	Contract	01/06/2023
Building Structure	Periodically			
Car Park	Monthly	J Davies	Contract	Monthly
Fencing	Monthly	J Davis	GMC	Monthly
Trees	Monthly	J Davis	GMC	Monthly
Electrics	3-Year	Lighthouse	Contractor	01/12/2023
<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-23

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-23

Foreshore Car Park

Car Park Surface	Monthly	J Davis	GMC	Monthly
Benches	Periodically	Clerk / J Davis	Requested	Periodically
Councillor Check	Quarterly	Clerk / Cllr C Guy	Risk Inspection	Jun-23

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	Feb-23
Showers / Toilets	Annually	Active HSE	Contract	Feb-23
Painting Rugby Pavilion	Annually	Penclawdd RFC	Agreement	01/07/2020
Rugby Pavilion Flooring	Periodically			
Fire Check	Annually	CCTV Wales	Contract	Jul-23
H & S Checks	Quarterly	Active HSE	Contract	01/07/2023
Rugby Pavilion Structure	Periodically			
Boundary	Monthly	J Davis	GMC	Monthly
Trees	Monthly	J Davis	GMC	Monthly
Bowls Pavilion Roof	Annually		Requested	
Fascias / Guttering	Periodically			
Doors / Windows	Periodically			
Boiler / Heating	Annually	P Sims	Contract	Aug-23
Bowls Showers / Toilets	Annually	Active HSE	Contract	Jun-23
Bowls Pavilion Painting	5 Year			01/12/2023
Bowls Pavilion Flooring	5 Year			
Fire Check	Annually	CCTV Wales	Contract	Mar-23
H & S Checks	Quarterly	Active HSE	Contract	01/03/2023
Bowls Pavilion Structure	Periodically	Contractors	Insurance	01/06.2023
Electrics	3-year	Lighthouse	Contractor	01/10/2023

Memorial Gardens

Boundary	Monthly	J Davis	GMC	Monthly
Memorial Stone	Periodically			
Picnic Bench	Monthly	J Davis	GMC	Monthly
Trees	Monthly	J Davis	GMC	Monthly
Benches	Oct-18	J Davis	GMC	Monthly
Noticeboards	Monthly	Clerk	Employee	Monthly
Electrics	3-year	Lighthouse Electrics	Contract	3-year
Councillor Check	Periodically	Cllr S Hughes	Risk Inspection	01/05/2023

Dan Y Graig

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

Parc Hendy Cemetery

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

Mount Hermon Chapel, Cemetery & Car Park

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

Old Station Platform

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

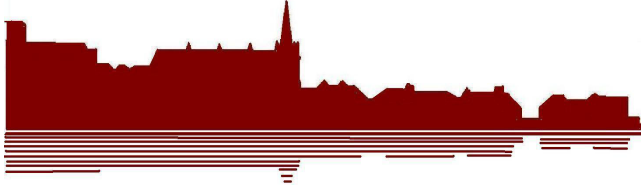
Benches

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

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

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



Item No. 11

Report of the Clerk

Finance Committee – 12th March 2024

Finance Committee Workplan 2023/2024

Purpose: This report details the Committee Work Plan to May 2024.

Report Author: Jeremy Parkhouse

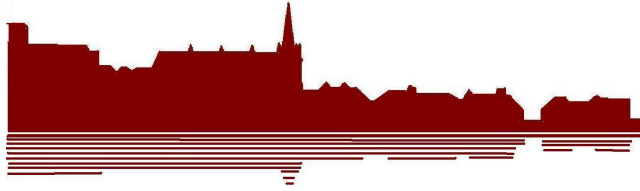
For Information

1. Introduction

- 1.1 The Committee Workplan to May 2024 is attached at Appendix 1 for information.
- 1.2 The dates included for the meetings in 2023/24 are approximate / subject to change.

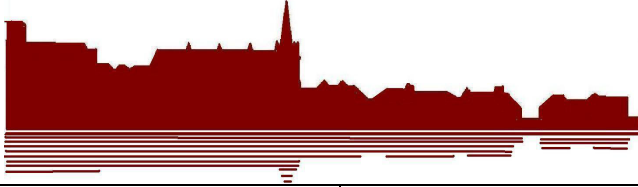
Appendix 1 – Finance Committee Workplan 2023/24.

**Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
5th March 2024**



Finance Committee Workplan 2023/2024

Date of Meeting	Reports
6th June 2023	<ul style="list-style-type: none"> • To Elect the Chair of the Finance Committee for the 2023-2024 Municipal Year. • To Elect the Vice-Chair of the Finance Committee for the 2023-2024 Municipal Year. • Quarterly Discussion with the Grounds Maintenance Contractor. (Verbal) • To Monitor the Biodiversity and Environment Development Action Plan. • To Monitor the Risk Management Schedule. • Items Referred by Council. • Action Tracker. • To Monitor the Council Budget 2023-2024. • Council’s Property Maintenance Schedule. • Finance Committee Work Plan.
6th July 2023	Cancelled – inquorate.
3rd October 2023	<ul style="list-style-type: none"> • Items Referred by Council. • Budget 2023-24 • Finance Committee Work Plan. • To Discuss the Ground Maintenance Contract 2024-2027.
7th November 2023	<ul style="list-style-type: none"> • Quarterly Discussion with the Grounds Maintenance Contractor. (Verbal) • To Monitor the Biodiversity and Environment Development Action Plan. • To Monitor the Council Budget 2023-2024 and to Agree the Draft Council Budget 2024 -2025. • To Agree Burial Fees & Charges 2024. • Council’s Property Maintenance Schedule. • Items Referred by Council. • To Monitor the Risk Management Schedule. • Finance Committee Work Plan.
January 2024	<ul style="list-style-type: none"> • To Recommend to Council the preferred Ground Maintenance Contractor and to finalise the draft budget. • Action Tracker. • Finance Committee Work Plan.
March 2024	<ul style="list-style-type: none"> • Quarterly Discussion with the Grounds Maintenance Contractor (Verbal) • To Monitor the Biodiversity and Environment Development Action Plan



	<ul style="list-style-type: none"> • To Monitor the Risk Management Schedule • Items Referred by Council. • Action Tracker. • To Monitor the Council Budget 2023-2024 & Note 2023-25. • Council’s Property Maintenance Schedule. • Finance Committee Work Plan
<p>April 2024</p>	<ul style="list-style-type: none"> • Quarterly Discussion with the Grounds Maintenance Contractor. (Verbal) • To Monitor the Biodiversity and Environment Development Action Plan • Items Referred by Council. • Action Tracker. • To Monitor the Council Budget 2023-2024 and to note the Council Budget 2024-2025. • Council’s Property Maintenance Schedule • The Finance & Governance Toolkit for Community and Town Councils – To Review Part 1, The Health Check - Themes A & B – Update Report. • Council Assets • Finance Committee Work Plan.