

To: All Members of Llanrhidian Higher Community Council Finance Committee

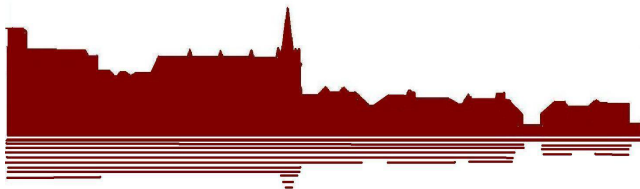
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL FINANCE & EVENTS COMMITTEE to be held at 7.00 p.m. on Monday, 29th June 2026 at Penclawdd Community Centre, Penclawdd, Swansea.

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

AGENDA

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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 11th June 2026.	5-11
4.	Public Question Time (Must be related to items listed on the agenda – 10 Minutes). (Verbal)	
5.	Quarterly Discussion with the Grounds Maintenance Contractor – Q1 2026/27. (Verbal)	
6.	The Biodiversity and Environment Development Action Plan.	12-17
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Llanrhidian Higher Community Council
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11.	Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan.	38-45
12.	To Discuss the Renewal of the Ground Maintenance Contract 2027-2030.	46
13.	Finance Committee Work Plan. (For Information)	47-49
	Next Meeting: - 1st September 2026	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse PSLCC
Clerk to the Community Council
22nd June 2026

Finance & Events Committee

Councillor Huw Davies (Vice-Chair)	Councillor Melissa Roberts
Councillor Russell Garrington	Councillor Paul Tucker
Councillor Sarah Hughes	Councillor Adam Woolliscroft (Chair)

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.

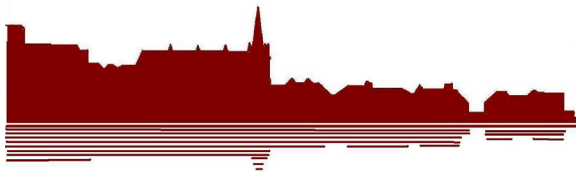
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3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

Held at Penclawdd Community Centre

on Thursday, 11th June 2026 at 7.00 p.m.

Present:

Councillors: Huw Davies, Russell Garrington, Sarah Hughes, Melissa Roberts, Paul Tucker and Adam Woolliscroft.

Officers: Jeremy Parkhouse – Clerk to the Community Council, Ursula Jones – Gower National Landscape Project Officer, Swansea Council

1. To Elect the Chair of the Finance & Events Committee for the 2026-27 Municipal Year

Resolved that Councillor Adam Woolliscroft be elected Chair of the Finance & Events Committee for the 2026-2027 Municipal Year.

(Councillor Adam Woolliscroft (Chair) presided)

2. To Elect the Vice-Chair of the Finance & Events Committee for the 2026-27 Municipal Year

Resolved that Councillor Huw Davies be elected Vice-Chair of the Finance & Events Committee for the 2026-2027 Municipal Year.

3. Apologies for Absence

None.

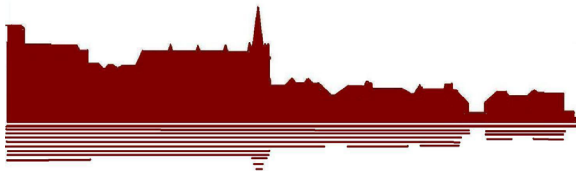
4. Disclosures of Personal and Prejudicial Interests

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

Councillor Paul Tucker and the Clerk declared personal interests in Minute No. 13 – Grants and Donations.

5. Minutes

Resolved that the Minutes of the Finance Committee meeting held on 3rd March 2026 be approved and signed as a correct record.



6. Public Question Time

None.

7. Gower Nature Communities - Graig y Coed Community Woodland – Biodiversity Improvement Plan

Ursula Jones, Gower National Landscape Project Officer, Swansea Council presented a report which detailed the Graig y Coed Community Woodland – Biodiversity Improvement Plan.

It was outlined that the Gower National Landscape has secured Welsh Government Sustainable Landscapes, Sustainable Places funding for a programme to conserve and improve biodiversity in public land and buildings in and connected to Gower National Landscape. Working with stakeholders in each place we aim to consider, plan and decide on actions that will benefit biodiversity and tackle any problem interactions. The investment would enable the stakeholders on these sites to care for and improve their biodiversity value in the long-term.

It was added that the programme had funding and would need to be completed before the end of March 2027.

Llanrhidian Higher Community Council had advised of the recently secured leased area in the village of Penclawdd, known as Graig Y Coed Community Woodland on which the Council wished to understand the potential for biodiversity improvements.

The site is owned by Swansea Council and is part of the 'Penclawdd Bracken Slopes', site of Importance for Nature Conservation (SINC). A survey of the Penclawdd Bracken Slopes SINC was undertaken in 2023 and included lists of species identified on site – that report was included at Appendix A. An initial inspection was undertaken on 26th March 2026.

A very detailed baseline conditions summary was provided at Section 2, along with measures to increase biodiversity value and to rectify any identified issues. The summary included two aerial photographs comparing the site in 2008 and 2025.

The report contained several recommendations in relation to bracken, woodland and non-native species management, in addition to signage and interpretation.

The Committee discussed the report and recommendations.

The Chair thanked Ursula Jones for her comprehensive report.



Resolved that

- 1) Hazel coppicing be commenced as soon as possible, including training for volunteers.
- 2) Signage / interpretation panels be erected at access points, including warning signage regarding the quarry.
- 3) The bracken be cut back as soon as it is practicable.
- 4) Fire breaks be installed within the Woodland as soon as it is practicable.
- 5) Japanese Knotweed within the Woodland be treated as part of the knotweed treatment programme.

8. Financial Report

The Clerk presented a report which detailed the up-to-date budget spend for 2026-27.

The following quotations were also discussed: -

- a) Marquee, flooring and stage – Remembrance Sunday 2026.
- b) Transfer of burial / cremation records onto Edge IT software – The Clerk stated that there would not be an additional charge for the additional cemetery.
- c) Mapping of St Gwynour's Cemetery – The Clerk stated that he was due to speak with Pear Technology on Friday, 12th June 2026 to outline the Council's requirements.
- d) New plinth at

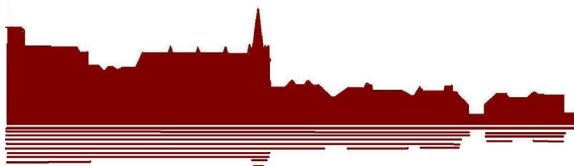
Resolved that: -

- 1) The Council budget for 2026-27, be noted.
- 2) The quotation received for providing a marquee, flooring and stage for the Remembrance Sunday Service, be agreed and recommended to Council for approval.

9. Events & Projects Report

The Clerk presented a report which provided a progress update as follows: -

Item	Action(s)	Progress / Outcome
a) Remembrance Sunday Service 2026 – Sunday, 8th November 2026		
Sound System	Hire contractor	Quotation approved by Council on 15 th January 2026.
Readings	List of readings to be agreed.	The Clerk contacts Rita Ridgeway regarding the readings.

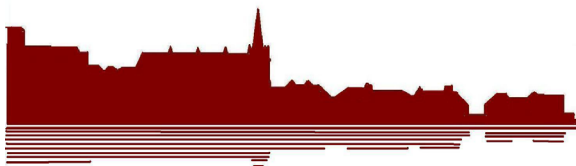


Item	Action(s)	Progress / Outcome
Participation	Participants to be agreed.	The Clerk / Council contacts the following: - - Penclawdd Brass Band. - Veterans – Including Clive Francis, Mark Hayes. - Learn a Skill Group. - Penclawdd Cubs / Scouts / Brownies / Guides. - Penclawdd Primary School. - Churches / Chapels. - Penclawdd W.I.
Order of Service	Order of Service to be agreed as soon as possible.	Clerk to confirm participation. Clerk to confirm printing deadline with Kingsbridge Print.
Post event reception	A post event function will be held / organised.	Clerk to contact Penclawdd WI as per last year.
Marquee / Flooring / Stage	A quotation has been agreed and will be presented to Council for approval.	Council to approve quotation. The position of the marquee could change. The Clerk will ask Learn a Skill Group regarding the location of the tree poppies.
Learn a Skill Group	Confirmation of participation needed from Learn a Skill Group.	The Clerk will ask the Group if they will be providing plastic poppies and knitted poppies for the tree / perimeter fence.
Remembrance Figures for Memorial Gardens	The Committee considered the options available.	Agreed that no additional figures were required.



Projects

Item	Action(s)	Progress / Outcome
a) Parc Dan Y Graig Improvements		
Decorating the shower / toilet room.	Penclawdd AFC will paint the old changing rooms and the Community Council will cover the cost of materials.	Ongoing – Clerk to liaise with Penclawdd AFC representatives.
Grant funding application for spectator stand / dugouts / path.	Applications have been submitted for planning approval and grant funding.	The grant funding application had been turned down. A Planning permission decision was awaited.
b) Newsletter		
Newsletter - 2026	The Committee agreed to proceed with a newsletter.	Councillor Adam Woolliscroft will progress matters.
c) Parc Hendy Cemetery		
Drainage work to lower area	A design had been approved in 2023.	Ongoing.
Repair of collapsing grave.	2 quotations had been received. A site visit was held on 4 th June 2026.	The Clerk is to obtain a quotation to build a retaining wall to support a damaged grave.
Improvements to cremated remains area / paths / repair of fence / repair to damaged ground.	The issue was discussed at the site visit on 4 th June 2026.	Agreed not to proceed with improvements to the cremated remains area.
Repair of boundary wall.	The boundary wall is in need of repair.	Ongoing
d) St Gwynour's Cemetery		
Transfer of Cemetery to the Community Council	Solicitors appointed and documentation is awaited from the Church in Wales.	Ongoing
Continued maintenance of the Cemetery	Church in Wales to continue to maintain the ground until the transfer is complete.	Ongoing



Item	Action(s)	Progress / Outcome
Transfer of documentation	The Clerk met with Father Tim Ardouin on 9 th June 2026 and was provided with a large amount of documentation. The up-to-date burials / cremation book would be kept by the Church until the transfer is completed. The original documentation is stored with West Glamorgan Archives.	The Clerk would continue to liaise with the Church.
Future administration	Quotations have been sought in respect of mapping / grave administration.	A quotation in respect of grave mapping is awaited.
New signage	New signage is to be installed following transfer of ownership.	Clerk to progress / obtain quotations.

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

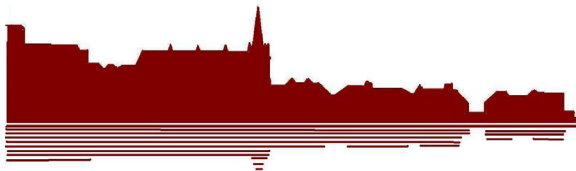
The Clerk presented the updated Council property maintenance schedule, 5-year capital works programme and Health & Safety Action Plan for discussion. The progress made since the previous meeting in respect of the action plan was noted.

The Committee discussed the following: -

- Llanmorlais Tennis Courts – Councillors observed the poor state of the fencing, particularly the side nearest the MUGA. It was suggested that the fence be removed and the foliage on the bank between the courts and the MUGA be removed during the winter months.
- Llanmorlais Car Park – Councillor Melissa Roberts noted that the disabled sign on the floor of the car park was not visible and needed a replacement.
- Llanmorlais Changing Rooms – The Clerk reported that there were leaks in the roof and a roofer had been requested to undertake emergency repairs.
- PAT Testing – The Clerk would clarify the timescales involved.
- Penclawdd Recreation Ground – It was proposed that the French drain repair be added to the 5-year Capital Works Programme.

Resolved that: -

- 1) The contents of the report be noted.
- 2) The Clerk discusses the suggestion to remove the fence / foliage on the bank between the courts and the MUGA be removed during the winter months, with the Ground Maintenance Contractor.
- 3) Arrangements be made for the parking bays / disabled bay markings to be replaced.



- 4) Emergency works be undertaken in respect of Llanmorlais Changing Rooms.
- 5) The French drain repair be added to the 5-year Capital Works Programme.

11. Finance & Events Committee Work Plan

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

The Clerk was requested to discuss items to be removed / added from the Ground Maintenance Contract with Ground Maintenance Contractor.

It was proposed that the next meeting be scheduled for 7 p.m. on Monday, 29th June 2026.

12. 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)

13. Grants & Donations

The Clerk presented a report which sought to consider requests for grants and donations.

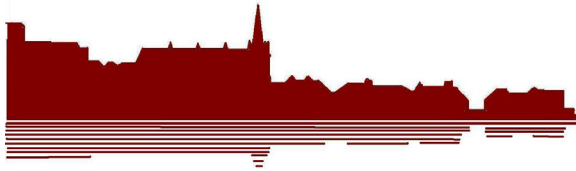
It was reported that two applications for grant funding had been received from Penclawdd Brass Band and Llanmorlais Community Hall.

Resolved that: -

- 1) The request made by Penclawdd Brass Band for £920 toward the cost of replacing the outer door to the Band Room be agreed and forwarded to Council for approval.
- 2) The request made by Llanmorlais Community Hall for £1,000 towards the cost of replacing a fridge, replacing guttering and to assist with the cost of purchasing heating oil for the Hall, be agreed and forwarded to Council for approval.

The meeting ended at 8.45 p.m.

Chair



Item No. 6

Finance & Events Committee – 29th June 2026

Biodiversity and Environment Development Action Plan

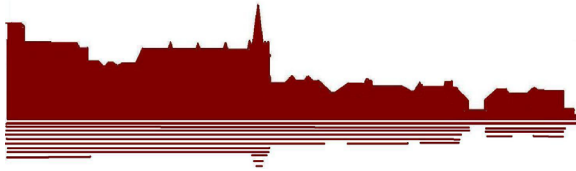
Purpose:	The report provides a progress update on the Biodiversity and Environment Development Action Plan.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that: - 1) The updated Biodiversity and Environment Development Action Plan be approved.

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:

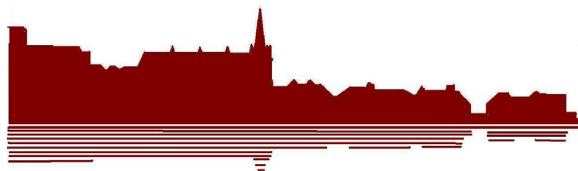
- Objective 1: Engage and support participation and understanding to embed biodiversity throughout decision making at all levels.
- Objective 2: Safeguard species and habitats of principal importance and improve their management.
- Objective 3: Increase the resilience of our natural environment by restoring 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.

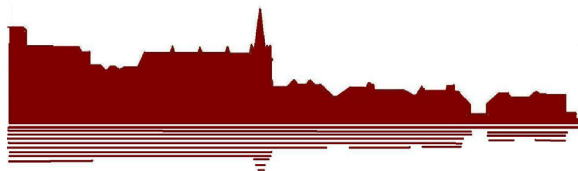
3. The updated Community Council Action Plan is attached at Appendix A.

Appendices: Appendix A – Biodiversity and Environment Development Action Plan.

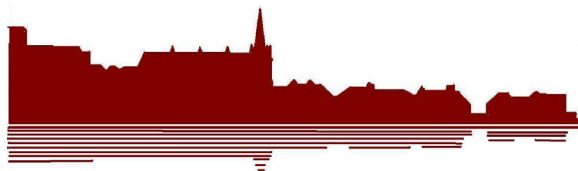


Biodiversity and Environment Development Action Plan

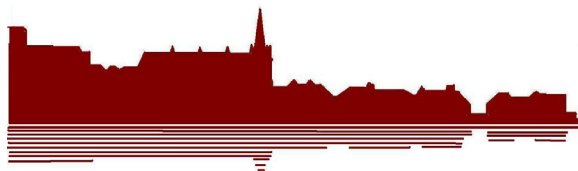
Parc Hendy Cemetery	Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed. Grass cutting – grass is left to decompose following cutting. Removal of weeds, planting of hedgerow and wildflowers to the right of entrance / bordering neighbouring property. Seeding of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



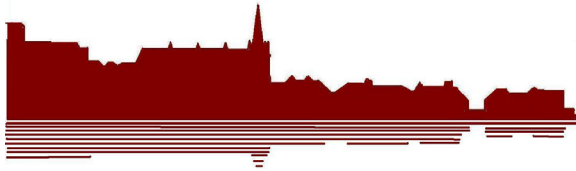
	Grass cutting – grass is left to decompose following cutting. Wildflowers planted in area behind Bowls Pavilion / Tennis Courts for pollinators. Leave areas containing wild orchids uncut and look to advertise them.	Undertaken by Ground Maintenance Contractor Undertaken by Ground Maintenance Contractor Undertaken by the Ground Maintenance Contractor
Foreshore Car Park	Grass cutting – grass is left to decompose following cutting. Planting of natural Gower plants at the sea wall bed. Replanting undertaken in October 2025. Signage for Gower plants Information boards describing the Gower plants installed	Undertaken by Ground Maintenance Contractor Managed by Celtic Wildflowers Installed by External Contractor Installation completed by Ground Maintenance Contractor
Memorial Gardens	Use of flower beds for pollinators. Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed. Grass cutting – grass is left to decompose following cutting. Fruit trees planted following donation by National Trust.	Undertaken by Ground Maintenance Contractor Undertaken by Ground Maintenance Contractor Undertaken by Ground Maintenance Contractor Monitoring undertaken by Ground Maintenance Contractor
Graig Y Coed Playing Fields	Grass cutting – grass is left to decompose following cutting.	Undertaken by Ground Maintenance Contractor



	Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.	Undertaken by Ground Maintenance Contractor
Graig Y Coed Woodland Project	Footpaths have been re-opened and volunteers have been trained and are working at the site. The Council needs a tree planting / pollinator plan going forward. Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed. Wood piles to be created to encourage beetles etc. Swansea Council have undertaken a survey of the site and will report their findings.	Work completed and training provided by Ground Maintenance Contractor. Volunteers are maintaining the paths. Undertaken by Ground Maintenance Contractor Undertaken by Ground Maintenance Contractor A plan of the site is required with bio-diversity areas clearly set out.
Crofty Playground	Grass cutting – grass is left to decompose following cutting.	Undertaken by Ground Maintenance Contractor
Recreation Ground, Llanmorlais	Use of area running adjacent to Trem Y Mor for pollinators. Grass cutting – grass is left to decompose following cutting. Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed. Wood piles to be created to encourage beetles etc.	Undertaken by Ground Maintenance Contractor Undertaken by Ground Maintenance Contractor Undertaken by Ground Maintenance Contractor Undertaken by Ground Maintenance Contractor
Parc Dan Y Graig	Grass cutting – grass is left to decompose following	Undertaken by Ground Maintenance Contractor



	cutting of non-playing areas Leave areas containing wild orchids on bank adjacent to roadside, uncut and look to advertise them. Installation of hedgehog house Installation of bat houses Installation of bird houses Installation of fruit trees Grass cutting of pitch areas is collected following cutting, stored near the changing rooms and are used as fertilizer.	Undertaken by Ground Maintenance Contractor Completed by Councillor Adam Woolliscroft Completed by Councillor Adam Woolliscroft Installed by Ground Maintenance Contractor Undertaken by Ground Maintenance Contractor
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.	Undertaken by Ground Maintenance Contractor



Item No. 7

Finance & Events Committee – 29th June 2026

Annual Fees / Pitch Hire Costs 2026-2027

Purpose:	The report seeks approval of the Annual Fees / Pitch Hire Costs 2026-2027.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that: - 1) The Finance & Events Committee provisionally agree the Annual Fees / Pitch Hire Costs 2026-2027. 2) The Annual Fees / Pitch Hire Costs 2026-2027 be recommended to Council for approval.

1) Annual Fees / Pitch Hire Permit Fees for 2025-26

Attached at **Appendix A** are the Annual Fees / Pitch Hire Permit Fees agreed by the Community Council for the 2025-26 season. The Committee is requested to consider the fees for 2026-2027, which would commence from September 2026, in order to fall in line with the football / rugby playing seasons.

2) 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 in previous years 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 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 previously.

Appendices: Appendix A – Annual Fees / Pitch Hire Permit Fees for 2025-26.

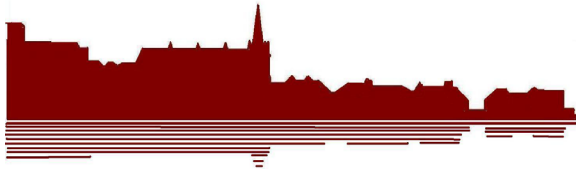
Jeremy Parkhouse
Clerk to the Community Council
22nd June 2026

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 01/09/2025)	Pay for water & electricity in full at Rugby Pavilion
Penclawdd AFC Seniors & Juniors – Graig Y Coed	£850.00 (£525 – Seniors) £325 – Juniors (From 01/09/2025)	
Penclawdd RFC Seniors & Juniors – Graig Y Coed	£850.00 (£525 – Seniors) £325 – Juniors (From 01/09/2025)	
Penclawdd AFC Seniors & Juniors – Parc Dan Y Graig	£850 (£525 – Seniors) £325 – Juniors (From 01/09/2025)	Pay for water & electricity in full at Football Pavilion (This is paid directly to suppliers)
Penclawdd AFC Juniors – Llanmorlais Recreation Ground	£325 – Juniors (From 01/09/2025)	
Llwchwr Schools Under 11's Rugby – Monday Evening Training at Graig Y Coed	£200 (From 01/01/2025)	

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. 8

Finance & Events Committee – 29th June 2026

Risk Management Schedule

Purpose:	The report requests that the Finance & Events Committee notes and approves the Risk Management Schedule.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that: - 1) The Risk Management Schedule is noted and approved.

1) Introduction

The Terms of Reference of the Finance & Events Committee were agreed at the Annual Meeting on 21st May 2026 and included 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
22nd June 2026

Appendix A

LLANRHIDIAN HIGHER COMMUNITY COUNCIL - RISK ASSESSMENT SCHEDULE

Assessment Criteria

Topic	Risk Identified	Classi'tion	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 has provided monthly budget monitoring reports and following year's budget in November and agreed it in January. Full Council to consider budget monthly. Full Council determined precept in January 2027. Finance & Events Committee to agreed draft 2027/28 budget in November 2026 and January 2027.
	Not paid by County Council	Low	Clerk/RFO to monitor and report to Council. Paid directly to bank account by BACS. All 2026/27 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 & Events 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 internment 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 recommended the fees for 2027 to Council in November 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 2025/26.
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 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. 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	Low	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 & Events 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.
	Improper Identification of Non-Business Activities	Low	
	Inability to meet quarterly submissions to HMRC	Low	

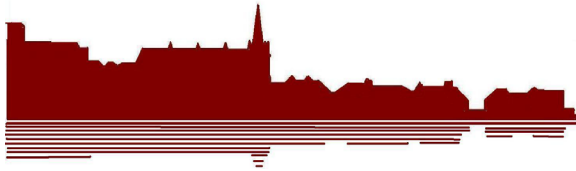
	Annual Reconciliation of quarterly returns	Low	Undertaken as part of the quarterly process
Financial Assistance	Legal Power to contribute	N/A	Power of Well-being (Local Government Act 2000) applications considered by Finance & Events Committee on 11 th June 2026 and forwarded to Council in July 2026.
	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 & Events 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 & Events

			Committee to monitor.
	Security of Buildings and Equipment	Medium	Property maintenance schedule reported to Finance & Events 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 & Events 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 & Events Committee.
	Maintenance	Medium	The drainage at Graig Y Coed Playing Fields be closely monitored, the manholes be regularly checked and the outlets flowing onto the marsh be regularly checked / cleared. Checks being undertaken by Ground Maintenance Contractor.
Staff	Sufficient to deliver service	Low	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. 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. The Clerk increased his hours to full-time from 1st April 2026. Assistant appointed to transfer burial records onto Edge IT software. However, this is not contracted work. Future larger projects to appoint a project manager / Clerk to project manage projects.

Staff	Loss of key personnel – Clerk through ill health, retirement, long term sickness or even death	Medium	Clerk of Llangyfelach Community Council / Other locally based Clerks / SLCC to be contacted to provide cover if the Clerk is absent / ill. 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.
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 Penclawdd Community Centre in order for paperwork to be stored for 6 years as required by law. Records / Agenda papers are stored with West Glamorgan Archives.
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	Code of Conduct adopted by Council in May 2026 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 2026.
Risk	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.

6. External Audit	Annual Returns	Medium	Failure of External Audit to complete Annual Return requirements within the required deadlines. The Annual Returns for the financial years 2021/22, 2023/24 & 2024/25 were reported to Council on 12 th February 2026. The Clerk has queried the response received regarding the 2022/23 accounts.
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Item No. 9

Finance & Events Committee – 29th June 2026

Financial Report

a) **To Monitor the Council Budget 2026-2027.**

- **Appendix A** – Budget 2026-2027 report (31st May 2026).

b) • Quotations Received.

	Quotation Details	Action
1.	Mapping for St Gwynour's Cemetery.	For Decision
2.	Electricity at Llanmorlais, Memorial Gardens, Graig Y Coed	For Decision
3.	Removal of ivy from fence at Parc Dan Y Graig and treatment of the roots.	The Chair / Clerk undertook a site visit on 22 nd June 2026. For Decision.

Jeremy Parkhouse
Clerk to the Community Council
22nd June 2026

Financial Budget Comparison

Comparison between 01/04/26 and 03/06/26 inclusive. Includes due and unpaid transactions.

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

		2026/27	Actual Net	Balance
INCOME				
Administration				
100	Precept	£194,872.17	£64,957.39	-£129,914.78
105	Refund of bank charges	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£0.00	£0.00
121	Bank Interest	£1,600.00	£283.62	-£1,316.38
122	Bank Interest	£1,000.00	£4.35	-£995.65
150	Grants received	£1,500.00	£3,013.00	£1,513.00
155	PWLB Loan	£0.00	£0.00	£0.00
250	Miscellaneous Income	£8,000.00	£0.00	-£8,000.00
251	Miscellaneous Income - Current Account	£20,000.00	£0.00	-£20,000.00
252	Miscellaneous Income - Projects Account	£1,000.00	£0.00	-£1,000.00
Total Administration		£227,972.17	£68,258.36	-£159,713.81
Outside Services				
300	Cemetery Income	£14,500.00	£1,350.00	-£13,150.00
320	Wayleaves	£130.00	£0.00	-£130.00
330	Recreation Grounds	£6,650.00	£12,467.52	£5,817.52
Total Outside Services		£21,280.00	£13,817.52	-£7,462.48
Total Income		£249,252.17	£82,075.88	-£167,176.29
EXPENDITURE				
Administration				
1001	Salaries	£60,500.00	£9,490.02	£51,009.98

Financial Budget Comparison

Comparison between 01/04/26 and 03/06/26 inclusive. Includes due and unpaid transactions.

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

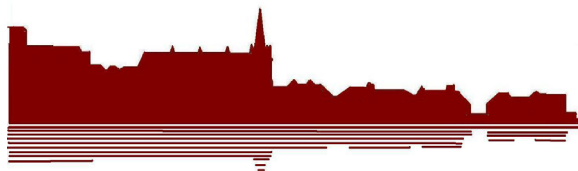
		2026/27	Actual Net	Balance
1002	Clerks Expenses	£550.00	£104.20	£445.80
1010	Subscriptions	£1,500.00	£0.00	£1,500.00
1015	Office Costs	£4,300.00	£207.00	£4,093.00
1020	Web Site	£290.00	£0.00	£290.00
1025	Advertising	£150.00	£0.00	£150.00
1030	Insurance	£8,300.00	£0.00	£8,300.00
1040	Bank Charges	£100.00	£18.00	£82.00
1045	Audit Fees	£1,250.00	£0.00	£1,250.00
1046	Accountancy Services	£260.00	£0.00	£260.00
1050	Legal Costs	£4,500.00	£0.00	£4,500.00
1060	Loan Repayments	£5,844.62	£0.00	£5,844.62
1065	Training	£400.00	£0.00	£400.00
1070	ICO Fee	£35.00	£0.00	£35.00
1075	Consultancy Costs	£0.00	£0.00	£0.00
1076	Signage	£500.00	£0.00	£500.00
Total Administration		£88,479.62	£9,819.22	£78,660.40
Outside Services				
3000	Cemeteries	£5,790.00	£0.00	£5,790.00
3001	Grounds Maintenance	£86,000.00	£6,049.18	£79,950.82
3010	Playgrounds	£5,100.00	£0.00	£5,100.00
3030	Recreation Grounds	£22,200.00	£14,783.19	£7,416.81
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/26 and 03/06/26 inclusive. Includes due and unpaid transactions.

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

		2026/27	Actual Net	Balance
3050	Other Outside services	£23,350.00	£3,350.51	£19,999.49
3051	Remembrance Sunday Service	£2,000.00	£0.00	£2,000.00
3052	War Memorial Charity	£1.00	£0.00	£1.00
3055	Defibrillators	£2,000.00	£0.00	£2,000.00
Total Outside Services		£146,441.00	£24,182.88	£122,258.12
Civic				
2000	Councillor Expenses	£2,400.00	£0.00	£2,400.00
2005	Councillor Training	£500.00	£0.00	£500.00
2010	Meeting Costs	£450.00	£0.00	£450.00
2030	Election Costs	£5,000.00	£0.00	£5,000.00
2040	Financial Settlement	£0.00	£0.00	£0.00
Total Civic		£8,350.00	£0.00	£8,350.00
Grants				
4046	Donations	£600.00	£0.00	£600.00
4047	Section 137 Payments	£0.00	£0.00	£0.00
4048	Power of Well-being (Local Government Act 2000)	£5,000.00	£0.00	£5,000.00
Total Grants		£5,600.00	£0.00	£5,600.00
Total Expenditure		£248,870.62	£34,002.10	£214,868.52
Total Income		£249,252.17	£82,075.88	-£167,176.29
Total Expenditure		£248,870.62	£34,002.10	£214,868.52
Total Net Balance		£381.55	£48,073.78	



Events & Projects

Purpose: The report provides a progress update on the Council's current events and projects.

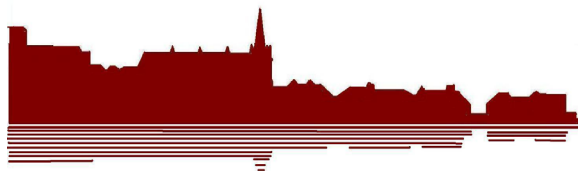
Report Author: Jeremy Parkhouse

Recommendation: It is recommended that: -

- 1) The progress update be noted.
- 2) Approved actions be included in the Committee Work Plan / Community Council Action Tracker.

1) Events

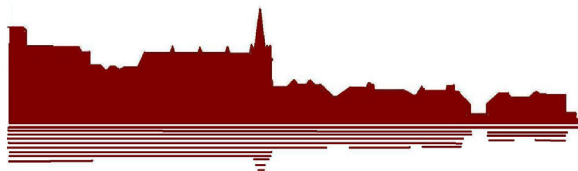
Item	Action(s)	Progress / Outcome
a) Remembrance Sunday Service 2026 – Sunday, 8th November 2026		
Sound System	Book with contractor	Quotation approved by Council on 15 th January 2026.
Readings	The Clerk contacts Rita Ridgeway regarding the readings.	Ongoing.
Participation	The Clerk / Council contacts the following: - • Penclawdd Brass Band. • Veterans – Including Clive Francis, Mark Hayes. • Penclawdd Cubs / Scouts / Brownies / Guides. • Penclawdd Primary School. • Churches / Chapels.	The Clerk / Council contacts the following: - • Penclawdd Brass Band. • Veterans – Including Clive Francis, Mark Hayes. • Learn a Skill Group. • Penclawdd Cubs / Scouts / Brownies / Guides.



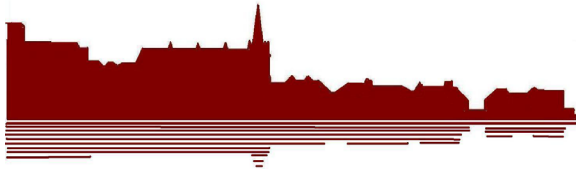
		• Penclawdd Primary School. • Churches / Chapels. • Penclawdd W.I.
Order of Service	Order of Service to be agreed as soon as possible.	Clerk to confirm participation. Clerk to confirm printing deadline with Kingsbridge Print.
Item	Action(s)	Progress / Outcome
Post event reception	A post event function will be held / organised. Clerk to contact Penclawdd WI as per last year.	WI contacted and confirmation is awaited.
Marquee / Flooring / Stage	A quotation has been submitted for discussion.	Quotation approved by Council on 18th June 2026.
Learn a Skill Group	The Clerk will ask the Group if they will be providing plastic poppies and knitted poppies for the tree / perimeter fence.	The Clerk will ask the Group if they will be providing plastic poppies and knitted poppies for the tree / perimeter fence.
Remembrance Figures for Memorial Gardens	The Committee to consider the options available. No additional figures were purchased last year.	Finance & Events Committee agreed that no additional figures were required.

2) Projects

Item	Action(s)	Progress / Outcome
a) Parc Dan Y Graig Improvements		
Decorating the shower / toilet room.	Penclawdd AFC will paint the old changing rooms and the Community Council will cover the cost of materials.	Ongoing – Clerk to liaise with Penclawdd AFC representatives.
Grant funding application for spectator stand / dugouts / path.	Applications have been submitted for planning approval and grant funding.	The planning application was approved. The grant funding application was turned down. A further application will be submitted for the next round of funding.

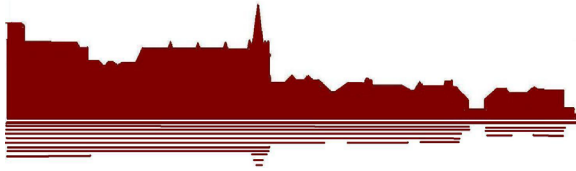


b) Newsletter		
Newsletter - 2026	Discussed at Finance & Events Committee on 11 th June 2026.	Councillor Adam Woolliscroft is proceeding with the newsletter.
c) Parc Hendy Cemetery		
Drainage work to lower area	A design had been approved in 2023.	On hold.
Repair of collapsing grave.	2 quotations had been received. A site visit was held on 4 th June 2026.	Ongoing
Improvements to cremated remains area / paths / repair of fence / repair to damaged ground.	Site visit held on 4 th June 2026.	Agreed not to proceed with improvements to the cremated remains area.
Repair of boundary wall.	Discussed at the site visit on 4 th June 2026.	Ongoing
Item	Action(s)	Progress / Outcome
d) St Gwynour's Cemetery		
Transfer of Cemetery to the Community Council	Solicitors appointed and documentation is awaited from the Church in Wales.	Ongoing
Continued maintenance of the Cemetery	Church in Wales to continue to maintain the ground until the transfer is complete.	Ongoing
Transfer of documentation	The Clerk met with Father Tim Ardouin on 9 th June 2026 and was provided with a large amount of documentation. The up-to-date burials / cremation book would be kept by the Church until the transfer is completed. The original documentation is stored with West Glamorgan Archives.	The Clerk would continue to liaise with the Church.
Future administration	A quotation has been sought in respect of mapping. There is no extra charge for grave administration software.	A quotation in respect of grave mapping is awaited.
New signage	New signage is to be installed following transfer of ownership.	Clerk to progress / obtain quotations.



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
22nd June 2026



Item No. 11

Report of the Clerk

Finance & Events Committee – 29th June 2026

**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 progress be reviewed and any actions be agreed.

Jeremy Parkhouse

Clerk to the Community Council

22nd June 2026

Appendix A

Draft Property Maintenance Programme

	<u>Date</u>	<u>By Whom</u>	<u>Arrangement</u>	<u>Planned Check / Maintenance</u>
<u>Llanmorlais</u>				
Pavilion Roof	01/06/2026	A Evans	Emergency	As required
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	Jan-25
Fire Check	Annually	CCTV Wales	Contract	01/08/2025
H & S Checks	Quarterly	Active HSE	Contract	01/08/2025
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	Clr M Roberts	Risk Inspection	01/11/2025
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	01/08/2025
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	Cllr R Garrington	Risk Inspection	Aug-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	01/08/2025
Bowls Pavilion Structure	Periodically	Contractors	Insurance	01/03/2025
Electrics	3-year	J Davis (R Watkins)	Contractor	01/02/2025
CCTV	Annually	PES	Contractor	12/04/2026

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: -

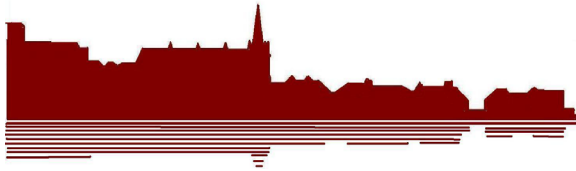
1)	Developments at Dan Y Graig Football Ground.
2)	Top entrance / wall / improve car park surface / entrance road / appearance at Parc Hendy Cemetery and preparation of new extension of land for burials.
3)	Internal / external works at Graig Y Coed Pavilion.
4)	Solution for introducing hybrid meetings.
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.
11)	Bandstand / flagpole – Memorial Gardens
12)	French Drain on Rugby Pitch 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 3 rd June 2026
Parc Dan Y Graig					
	Emergency lighting to be installed as follows: - - 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	Closed – Works completed by RAWEELEC
Penclawdd Recreation Ground					
	Rugby Pavilion: - - 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	- Installed by RAWEELEC - Undertaken by RAWEELEC - Quotation approved, awaiting work to be completed. - Items PAT tested and work completed by RAWEELEC.

	RECOMMENDATION(S)	CLASS (HR; MR; LR; GP)	AGREED ACTIONS / COMMENTS	PERSONS RESPONSIBLE	Update as at 3 rd June 2026
	Bowls Pavilion: - - The under-sink water heater for the kitchen sink is not working. - The toilet in the ladies' toilets is running continuously. - The emergency lighting Annual Certificate is overdue. - PAT testing is required on the electrical items in the pavilion.	LR	Contractor(s) quote approved by Council.	JP / KB	CLOSED - Repaired by RAWEELEC - Repaired by P Sims - Work completed by RAWEELEC - Work completed by RAWEELEC
Graig Y Coed					
	Pavilion: - - 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	- Doors to be safely removed. - Officials changing room to be cleared, especially equipment being stored in the shower.	JP	- Arrangements were underway to clear the items listed. - Room had been cleaned by Penclawdd AFC volunteers.
Recreation Ground Llanmorlais					
	As before issue with the electric being off all the time. Many systems not working – including emergency lighting and Fire Alarm.	Low Risk	Works approved by Council.	Finance Committee	Works completed by RAWEELEC.

	RECOMMENDATION(S)	CLASS (HR; MR; LR; GP)	AGREED ACTIONS / COMMENTS	PERSONS RESPONSIBLE	Update as at 3 rd June 2026
	- 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	Finance Committee approved actions.	Finance Committee	- Awaiting works to be completed. - Files were moved to Penclawdd Community Centre in March 2026.



Finance & Events Committee – 29th June 2026

To Discuss the Extension or Renewal of the Ground Maintenance Contract

Purpose:	The Committee are requested to consider the extension of the Ground Maintenance Contract (GMC)2024-2027 or the renewal of the GMC 2027-2030.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that: - 1) The Committee recommends its preferred option to Council. 2) The Clerk undertakes the appropriate research / training to manage the process.

1) Introduction

The current Ground Maintenance Contract is scheduled to end on 31st March 2027. There is provision within the current contract to extend the term of the contract to 31st March 2029, subject to confirmation of the Council's legal obligations.

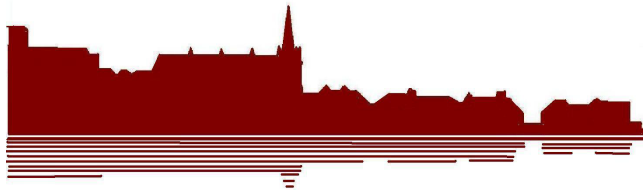
The Procurement Act 2023 changed the procurement landscape in Wales and places obligations upon contracting authorities.

2) Ground Maintenance Contract (GMC)2024-2027 / Renewal of the GMC 2027-2030

The Committee is asked to decide upon its preferred course of action, i.e. to look to extend the current contract or to proceed with renewing the GMC 2027-2030.

The preferred course of action will be reported to Council for approval and progress will be monitored by the Finance & Events Committee.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
22nd June 2026



Item No. 13

Report of the Clerk

Finance & Events Committee – 29th June 2026

Finance & Events Committee Workplan 2026/2027

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

Report Author: Jeremy Parkhouse

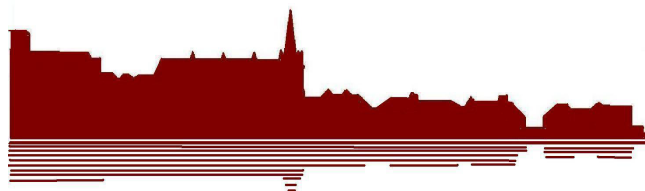
For Information

1. Introduction

- 1.1 The Committee Workplan to May 2027 is attached at Appendix 1 for information.
- 1.2 The dates included for the meetings in 2026/27 are approximate / subject to change.

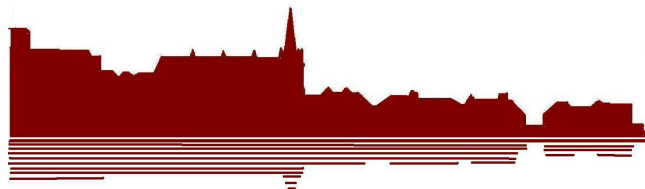
Appendix 1 – Finance & Events Committee Workplan 2026/27.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
19th June 2026



Finance & Events Committee Workplan 2026/2027

Date of Meeting	Reports
11th June 2026	1. To Elect the Chair of the Finance & Events Committee for the 2026-2027 Municipal Year. 2. To Elect the Vice-Chair of the Finance & Events Committee for the 2026-2027 Municipal Year. 3. Gower Nature Communities - Graig y Coed Community Woodland – Biodiversity Improvement Plan. 4. Financial Report. 5. Events & Projects Report. 6. Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan. 7. Finance & Events Committee Work Plan. 8. Grants & Donations.
29th June 2026	1. Quarterly Discussion with the Grounds Maintenance Contractor – Q1 2026/27. (Verbal) 2. To Monitor the Biodiversity and Environment Development Action Plan. 3. To Agree Sports Pitch Hire Fees 2026/27. 4. To Monitor the Risk Management Schedule. 5. Financial Report. 6. Events & Projects Report. 7. Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan. 8. To Discuss the Renewal of the Grounds Maintenance Contract 2027-2030. 9. Finance & Events Committee Work Plan.
1st September 2026	1. Quarterly Discussion with the Grounds Maintenance Contractor – Q2 2026/27. (Verbal) 2. To Monitor the Biodiversity and Environment Development Action Plan. 3. Financial Report. 4. Events & Projects Report. 5. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 6. Items Referred by Council. 7. Grants & Donations. 8. Finance & Events Committee Work Plan. 9. The Finance & Governance Toolkit for Community and Town Councils – To Review Part 1, The Health Check - Themes A & B – Update Report. 10. To Discuss the Renewal of the Grounds Maintenance Contract 2027-2030.



October / November 2026	1. To Agree the Draft Council Budget 2027-2028. 2. Financial Report. 3. Events & Projects Report. 4. To Monitor the Risk Management Schedule. 5. Grants & Donations. 6. To Agree Burial Fees & Charges 2027. 7. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 8. Items Referred by Council. 9. Finance & Events Committee Work Plan. 10. To Discuss the Renewal of the Grounds Maintenance Contract 2027-2030.
January 2027	1. Quarterly Discussion with the Grounds Maintenance Contractor – Q3 2026/27. (Verbal) 2. To Monitor the Biodiversity and Environment Development Action Plan. 3. Items Referred to the Finance Committee by Council. 4. Financial Report. 5. Events & Projects Report. 6. Grants and Donations. 7. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 8. Finance & Events Committee Work Plan. 9. To Discuss the Renewal of the Grounds Maintenance Contract 2027-2030.
March 2027	1. Quarterly Discussion with the Grounds Maintenance Contractor – Q4 2026/27. (Verbal) 2. To Monitor the Biodiversity and Environment Development Action Plan 3. Financial Report. 4. Events & Projects Report. 5. Items Referred by Council. 6. Grants and Donations. 7. To Monitor the Risk Management Schedule. 8. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 9. To approve Council Assets. 10. Finance & Events Committee Work Plan.