



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 6.30 p.m. on Thursday, 4<sup>th</sup> January 2024 at Penclawdd Community Centre, Banc Bach, 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](mailto: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.	2-3
3.	To Approve and Sign as a Correct Record the Minutes of the Finance Committee Meeting held on 7 <sup>th</sup> November 2023.	4-7
4.	Public Question Time (Must be related to items listed on the agenda – 10 Minutes). (Verbal)	
5.	Exclusion of the Public	8
6.	To Appoint the 2024-2027 Grounds Maintenance Contractor.	9
	Next Meeting: - To Be Confirmed	

*Jeremy Parkhouse*

Jeremy Parkhouse PSLCC  
Clerk to the Community Council  
28<sup>th</sup> December 2023

### Finance Committee

Councillor John Davies ( <b>Vice-Chair</b> )	Councillor Paul Tucker ( <b>Chair</b> )
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.

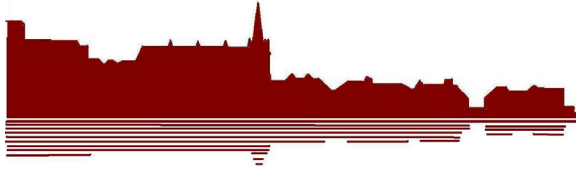
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3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

**on Tuesday, 7<sup>th</sup> November 2023 at 6.45 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

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

**24. Apologies for Absence**

None.

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

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

**26. Minutes**

**Resolved** that the Minutes of the Finance Committee meetings held on 6<sup>th</sup> June and 3<sup>rd</sup> October 2023 be signed and approved as a correct record.

**27. Public Question Time**

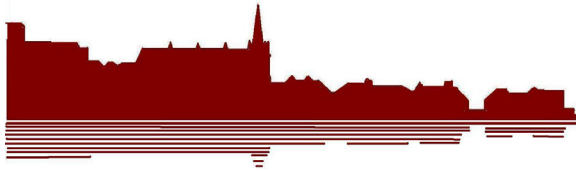
None.

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

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

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

- Progress on the Bowls Pavilion Project – the work was being done by local contractors and was progressing well. The Chair added that the Committee / Council could meet in the Bowls Pavilion once the work was completed.



- Progress on the Parc Dan Y Graig – The sewerage pipes and electrics were due to be connected shortly; SSE Electricity would connect their meter in approximately 6-8 weeks and there was an option to hire a generator to power the changing rooms if needed; the Clerk stated that Cymru Football Foundation had indicated that they preferred to undertake the site visit when the changing rooms were finalised, so the site visit scheduled for 10<sup>th</sup> November 2023 was cancelled.
- Graig Y Coed – the drainage on the football pitch had collapsed and the pitch would not be used for a couple of months at least. It was anticipated that the repair would cost approximately £6k-£7k.
- Memorial Gardens – All arrangements were in place for the Remembrance Sunday Service.
- Rugby Pavilion – Andrew Evans had completed the emergency repairs to the roof after vandalism.
- Dwr Cymru – had contacted the Clerk regarding the high usage at Penclawdd Recreation Ground. JD would check the meter / turn the water off to try to locate any potential leaks.
- Llanmorlais Hall Car Park – JD would look at the current drainage in the car park to try to prevent water flooding the kitchen door area of the Hall. JD would also provide a quote for line marking at the Hall as discussed.

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

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

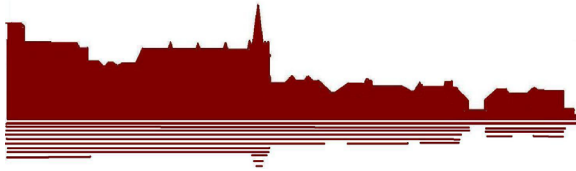
The Clerk reported 'for information' the updated Biodiversity and Environment Development Action Plan. It was noted that the fruit trees at the Parc Dan Y Graig Project would be planted outside the perimeter fence on the bank adjacent to Gowerton Road.

**30. To Monitor the Council Budget 2023-2024 and to Agree the Draft Budget 2024-2025.**

The Clerk presented the up-to-date budget spend for 2023-24. The Committee noted the high budget spend for 2023-2024 and the large payments in respect of the Parc Dan Y Graig Project. The Clerk highlighted that the funds in respect of the Bowls Pavilion Project were available in the Projects Bank Account.

The Clerk also presented a draft budget for 2023/2024 which included a 10% increase to the precept, which only just balanced. He noted that the updated draft budget for 2024-25 would be approved by the Community Council in January 2024.

The quotation provided by Swansea Council for hanging baskets in 2024 was discussed. Councillor Melissa Roberts asked the Clerk to check if the 3-tier planter at the entrance to Crofty was owned by the Community Council.



**Resolved** that: -

- 1) The contents of the report be noted.
- 2) The Draft Budget for 2024-25 be recommended to Council for approval.
- 3) The Clerk confirms the ownership of the 3-tier planter at Crofty.

**31. To Agree Burial Fees & Charges 2024.**

The Clerk presented a report which sought approval of the Burial Fees and Charges for 2024. The Charges for 2023 were provided at Appendix A of the report. It was proposed that: -

- 1) The Burial Fees and Charges increase by 5% for non-residents and residents

**Resolved** that the above proposals be agreed and forwarded to Council for approval.

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

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

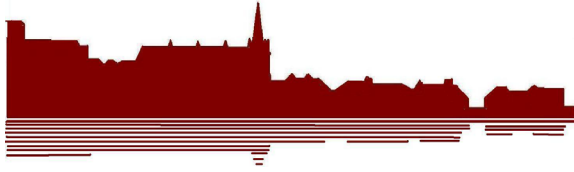
The Clerk reported that Active HSE had informed him that the immersion heater at Llanmorlais Changing Rooms was not heating sufficiently to reach legal levels for legionella testing. The options suggested were discussed and it was decided that the best option would be to disconnect the heater as the showers were not presently used.

The Committee also requested that the following be added to the 5-year capital works programme: -

- Extension of Parc Hendy Cemetery.
- Rugby Pavilion Roof at Penclawdd Recreation Ground.
- Pitch / car park drainage at Graig Y Coed.
- Conversion of second changing rooms at Llanmorlais to office / meeting accommodation.
- Provision of disabled ramps to Community Council building to make them DDA compliant.

**Resolved** that: -

- 1) The immersion heater at Llanmorlais be disconnected.
- 2) The proposed list be added to the 5-year capital works programme.



**33. Items Referred to the Finance Committee by Council.**

None.

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

The Clerk presented the updated Risk Management Schedule.

**Resolved** that: -

- 1) The contents of the report be noted.
- 2) The list of benches be forwarded to Councillors John Davies and Sarah Hughes for the benches to be checked.

**35. Finance Committee Work Plan.**

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

It was noted that the Ground Maintenance tender documents would be approved at the Finance Committee meeting early in January 2024.

The meeting ended at 7.59 p.m.

**Chair**

## Item No. 5

### Report of the Clerk

Finance Committee – 4<sup>th</sup> January 2024

## Exclusion of the Public

<b>Purpose:</b>	To consider whether the Public should be excluded from the following items of business.
<b>Reason for Decision:</b>	To comply with legislation.
<b>Recommendation(s):</b>	It is recommended that:
<b>1)</b>	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.
	<b>Item No's.</b>
	6

### 1. Introduction

- 1.1 Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960., allows a Community Council to pass a resolution excluding the public from a meeting during an item of business.
- 1.2 Such a resolution is dependent on whether it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item there would be disclosure to them of exempt information.

### 2. Exclusion of the Public / Public Interest Test

- 2.1 In order to comply with the above-mentioned legislation, Council will be requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendation(s) to the report on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

### 3. Legal Implications

- 3.1 The legislative provisions are set out in the report.