

To: All Members of Llanrhidian Higher Community Council Personnel Committee

Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL EVENTS & PROJECTS COMMITTEE to be held at 7.15 p.m. on Tuesday, 8th October 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.	2-3
3 To Approve and Sign as a Correct Record the Minutes of the Personnel Committee meeting held on 11 th June 2024.	4-7
4 Public Question Time. (Verbal)	
5 Events & Projects Report.	8-14

Jeremy Parkhouse

Jeremy Parkhouse
Clerk to the Community Council
1st October 2024

Events & Projects Committee

Councillor Huw Davies (Vice-Chair)	Councillor Andrew Williams
Councillor Leanne Davies	Councillor Adam Woolliscroft (Chair)
Councillor Mike Sheehan	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.

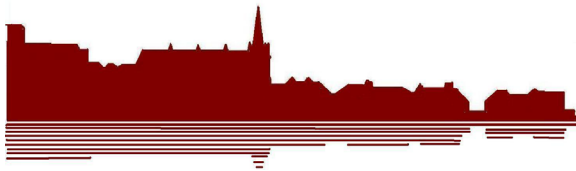
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3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

**Held at Penclawdd Community Centre
on Tuesday, 11th June 2024 at 7.00 p.m.**

Present:

Councillors: Leanne Davies, Mike Sheehan, Andrew Williams, Adam Woolliscroft

Officers: Jeremy Parkhouse – Clerk to the Community Council

1 To Elect the Chair of the Events & Projects Committee for the 2024-2025 Municipal Year.

Resolved that Councillor Adam Woolliscroft be appointed Chair for the 2024-2025 Municipal year.

(Councillor Adam Woolliscroft (Chair) presided)

2 To Elect the Vice-Chair of the Events & Projects Committee for the 2024-2025 Municipal Year.

Resolved that Councillor Huw Davies be elected Vice-Chair for the 2024-2025 Municipal year.

3 Apologies for Absence

An apology for absence was received from Councillor Huw Davies.

4 Disclosures of Personal and Prejudicial Interests.

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

5 Minutes.

Resolved that the Minutes of the previous meeting(s) of the Events & Projects Committee held on 7th November and 6th December 2023 be approved and signed as correct records.

6 Public Question Time.

None.

7 Events & Projects Report.

The Clerk presented a report which outlined the current / future projects.
Discussions occurred on the following: -

1) Events

a. Remembrance Sunday Service 2024

The Remembrance Sunday Service will be held on Sunday, 10th November 2024. The following were discussed: -

Item	Action(s)	Outcome
Sound System	Book with contractor	Quotation approved.
Readings should be tailored according to the weather conditions and agreed prior to the service.	The Clerk contacts Rita Ridgeway regarding the readings.	Clerk to contact Rita Ridgeway.
	The Clerk contact Clive Francis (veteran), Mark Hayes (veteran), Penclawdd Cubs / Scouts / Brownies / Guides regarding taking part in the service.	Clerk to progress.
Marquee(s) / gazebo	Request to borrow marquee(s) from Llanmorlais Carnival.	Clerk to progress.
Order of Service	Clerk to contact Rita Ridgeway to approach Reverend Michael Eller and to contact Mr Robert Barnes. Clerk to confirm printing deadline with Kingsbridge Print. Penclawdd Primary School to be contacted to confirm their attendance.	Clerk to progress. Clerk to progress. Councillor Adam Woolliscroft to confirm with the school.
Post event reception	Request that Penclawdd WI organise it as per last year at Penclawdd Community Centre Sports Hall.	
Flooring options	The Clerk has contacted Commercial Marquees	Quotation provided.

	regarding flooring.	
Learn a Skill Group	The Clerk to contact the Group regarding providing plastic poppies and knitted poppies for the tree / perimeter fence.	Clerk to progress.
Remembrance Figures for Memorial Gardens	The Clerk would look for options from the Royal British Legion.	Clerk to progress.

2) Projects

a. Penclawdd Playground

The meeting discussed the following: -

Item	Action(s)	Outcome
Opening Event	<p>The opening event scheduled for 14th June 2024 had to be cancelled due to it being within the Pre-Election Period for the General Election.</p> <p>The formal Playground opening would have to occur following the General Election.</p>	<p>A soft opening would take place on 14th June 2024.</p> <p>Councillor Andrew Williams / the Clerk to progress and confirm with Swansea Council.</p>
Project Progress	Turf was laid on 11 th June and the gates needed to be painted yellow. The playground would be inspected on 13 th June and any jobs would be completed by Friday	Project on course to be completed by 14 th June 2024.
Insurance	New equipment to be included in insurance policy.	Clerk to progress.
Equipment to be moved to Crofty Playground	JD to install and Councillor Andrew Williams to cover the cost from his community budget.	Equipment has been installed / paid for.

b. Graig Y Coed Woodland Project

The paths have been opened up as per the grant funding. Swansea Council Officers had visited the site and more detailed feedback regarding the best options to further develop the area was awaited. Their feedback will be reported to a volunteer meeting, which is to be organised by the Clerk.

c. Parc Dan Y Graig Improvements

To complete the project, the disabled shower needs to be completed and a quotation is awaited. In addition, the Football Club have requested support with materials to improve the opposite side of the changing rooms, to create a café area. Quotations had been received and would be discussed by Council on 20th June 2024.

d. Newsletter

The Community Council added extra money to its budget in order to be able to produce a newsletter. Issues to be discussed are as follows: -

- Design of the newsletter.
- Printing / online options.
- Responsibility for drafting / editing.
- Printing options (colour / glossy / size).
- Editing responsibility.
- Delivery options.
- Timeline for production.
- Production costs.

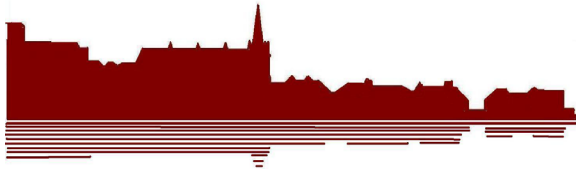
e. Parc Hendy Cemetery

The improvements required at Parc Hendy Cemetery are likely to include significant costs so this project should be undertaken in phases to allow it to be more manageable. A more detailed timeline can be agreed at a later date.

A quotation is awaited regarding repairing / improving the top entrance boundary wall / entrance.

The meeting ended at 7.29 p.m.

Chair



Item No. 5

Events & Projects Committee – 8th October 2024

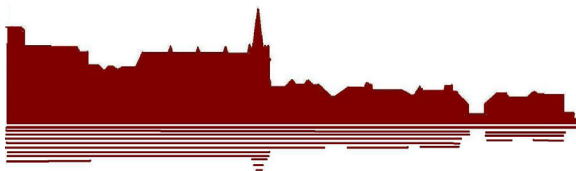
Events & Projects

1) Events

a. Remembrance Sunday Service 2024

The Remembrance Sunday Service will be held on Sunday, 10th November 2024. The following were discussed at the previous meeting: -

Item	Action(s)	Outcome
Sound System	Book with contractor	Quotation received.
Readings should be tailored according to the weather conditions and agreed prior to the service.	The Clerk contacts Rita Ridgeway regarding the readings.	Rita Ridgeway is organising the readings.
	The Clerk contact Clive Francis (veteran), Mark Hayes (veteran), Penclawdd Cubs / Scouts / Brownies / Guides regarding taking part in the service.	Clerk has contacted the individuals / organisations.
Order of Service (Attached at Appendix A) - A draft copy was circulated at the last meeting. The Clerk noted that there was a deadline with the printers for printing the Order of Service. Penclawdd Primary School Choir will be in attendance and will sing as per last year.	Clerk to contact Rita Ridgeway to approach Reverend Michael Eller and to contact Mr Robert Barnes. Clerk to confirm printing deadline with Kingsbridge Print. Penclawdd Primary School to be contacted to confirm their attendance.	Clerk has emailed Mr Robert Barnes and Rita Ridgeway has spoken to Reverend Michael Eller. Clerk has requested a quotation / deadline from Kingsbridge Print. Penclawdd School Choir will be in attendance.
Post event reception	A post event function will be held / organised by Penclawdd WI as per last year at Penclawdd Community Centre Sports Hall.	Penclawdd WI have confirmed.



Flooring options	The Clerk has contacted Commercial Marquees regarding flooring.	Quotation approved.
Learn a Skill Group	The Group will be providing plastic poppies and knitted poppies for the tree / perimeter fence.	Maureen Lewis has confirmed.
Remembrance Figures for Memorial Gardens	The Clerk would look for options from the Royal British Legion.	Committee to approve purchase - £175.

2) Projects

a. Penclawdd Playground

The previous meetings discussed the following: -

Item	Action(s)	Outcome
Opening Event	Organising the opening event.	The opening event was successfully held.
Project Budget	All outstanding invoices to be paid following installation.	All invoices paid.
Equipment to be moved to Crofty Playground	The equipment is to be installed once removed from Penclawdd Playground. Old equipment is to be sold / scrapped.	Equipment has been installed.

b. Graig Y Coed Woodland Project

The paths have been opened up as per the grant funding, the grant funding money of £10,080 has been received.

The volunteers have been trained in the use of equipment by Jonathan Davis.

Swansea Council have agreed to fund the benches, tools and equipment required, up to £5,000. The Ground Maintenance Contractor has purchased the items and will forward the invoices to the Clerk, who will invoice Swansea Council.

The Council agreed to proceed with the 30/70 grant application through Councillor Andrew Williams. The grant application must be submitted by 16th October 2024. If successful, the Council will purchase a 'man shed' to be situated behind Graig Y Coed Pavilion.



c. Parc Dan Y Graig Improvements

To complete the project, the disabled shower needs to be completed and a quotation is awaited. In addition, the Football Club have requested support with materials to improve the opposite side of the changing rooms, to create a café area. They have applied for grant funding to cover the costs.

A site visit is to be held to view the shower area.

d. Newsletter

The Community Council added extra money to its 2023/24 budget in order to be able to produce a newsletter. Issues to be discussed are as follows: -

- Design of the newsletter.
- Printing / online options.
- Responsibility for drafting / editing.
- Printing options (colour / glossy / size).
- Editing responsibility.
- Delivery options.
- Timeline for production.
- Production costs.

e. Parc Hendy Cemetery

The improvements required at Parc Hendy Cemetery are likely to include significant costs so this project should be undertaken in phases to allow it to be more manageable. A more detailed timeline can be agreed at a later date.

A quotation is awaited regarding repairing / improving the top entrance boundary wall / entrance.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
1st October 2024



ORDER OF SERVICE

Remembrance Sunday

**Sunday, 10th November 2024
at the Memorial Gardens, Penclawdd
Commencing at 10.50 a.m.**

**The service will be conducted by
Father Tim Ardouin, Mr. Robert Barnes
& Reverend Michael Ellor**

**Music kindly provided by
Penclawdd Brass Band
Musical Director – Mr. John M Jones**

**Penclawdd Primary School Choir
Conductor – Mrs. Nichola Davies**



Exhortation -

*They shall grow not old,
As we that are left grow old:
Age shall not weary them,
Nor the years condemn.
At the going down of the sun,
And in the morning,
We will remember them.*

ALL: *We Will Remember Them*

The Last Post followed by a two-minute silence

Reveille

(Sounded at the end of the silence)

On the border between Assam and Burma at Kohima stands a memorial to those who fought to free the area from Japanese invaders in the 1940s. On it are these words:

**When you go home,
Tell them of us,
And say,
For your Tomorrow
We gave our Today.**

Laying of Wreaths and Crosses

Calon Lân

- 1) Nid wy'n gofyn bywyd moethus,
Aur y byd na'i berlau mân,
Gofyn wyf am galon hapus,
Calon onest, calon lân.

Cytgan:

Calon lân yn llawn daioni,
Tecach yw na'r lili dlos:
Dim ond calon lân all ganu
Canu'r dydd a chanu'r nos.

- 2) Pe dymunwn olud bydol,
Hedyn buan ganddo sydd;
Golud calon lân, rinweddol,
Yn dwyn bythol elw fydd.
- 3) Hwyr a bore fy nymuniad
Gwyd i'r nef ar edyn cân
Ar i Dduw, er mwyn fy Ngheidwad,
Roddi i mi galon lân.

Readings

Prayers, each prayer will end: - Lord, hear us:

The response is: - Lord, Graciously Hear Us

All: St Francis' Prayer

- | | |
|---|--|
| 1) Lord, make us instruments of thy
peace:
Where there is hatred, let us sow
love;
Where there is injury, pardon;
Where there is discord, union;
Where there is doubt, faith. | 2) Where there is despair, hope;
Where there is darkness, light;
Where there is sadness, joy;
For thy mercy and thy truth's sake.

Amen |
|---|--|

The Lord's Prayer

We'll Meet Again

Penclawdd Primary School Choir

Cwm Rhondda

- 1) Guide me, O thou great Jehovah,
Pilgrim through this barren land;
I am weak, but thou art mighty,
Hold me with thy powerful hand:
Bread of heaven, bread of heaven
Feed me till I want no more.
Feed me till I want no more.
- 2) Open now the crystal fountain,
Whence the healing streams doth flow;
Let the fire and cloudy pillar,
Lead me all my journey through:
Strong deliverer, strong deliverer
Be thou still my strength and shield.
Be thou still my strength and shield.
- 3) When I tread the verge of Jordan,
Bid my anxious fears subside;
Death of death, and hell's destruction,
Land me safe on Canaan's side:
Songs of praises, songs of praises
I will ever give to thee.
I will ever give to thee.



A reception and light refreshments will be held following the service at Penclawdd Community Centre, kindly hosted by Penclawdd Women's Institute. You are all welcome to attend.

The Community Council would like to thank you all for attending today and for the support provided by the community groups in preparing for the event.