

To: All Members of Llanrhidian Higher Community Council Events & Projects Committee

Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL EVENTS & PROJECTS COMMITTEE to be held at 7.00 p.m. on Tuesday, 11th June 2024 at Penclawdd Community Centre, Penclawdd.

Public questions are included at Item No.6 and must relate to items listed on the agenda. To access the meeting via the telephone, please contact clerk@llanrhidianhighercommunitycouncil.co.uk no later than 2 days before the start of the meeting to receive an invitation.

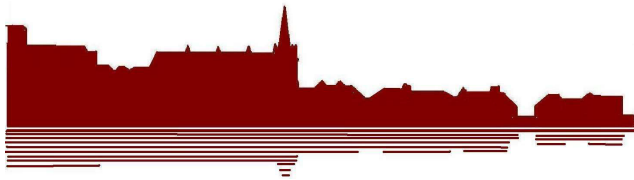
AGENDA

	Page No.
1) Election of Chair of the Events & Projects Committee for the 2024-2025 Municipal Year.	
2) Election of the Vice-Chair of the Events & Projects Committee for the 2024-2025 Municipal Year.	
3) Apologies for Absence.	
4) Disclosures of Personal and Prejudicial Interests.	3-4
5) To Agree and Sign as a Correct Record the Minutes of the Events & Projects Committee meeting held on 7 th November and 6 th December 2023.	5-8
6) Public Question Time. (Verbal)	
7) Events & Projects Report.	9-11

Jeremy Parkhouse

Jeremy Parkhouse
Clerk to the Community Council

3rd June 2024



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Llanrhidian Higher Community Council
- Events & Project Committee

Councillor Huw Davies	Councillor Andrew Williams
Councillor Leanne Davies	Councillor Adam Woolliscroft
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.

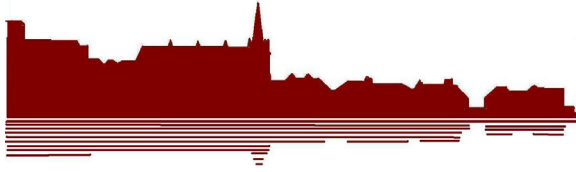
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3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

Llanrhidian Higher Community Council

Minutes of the Events & Projects Committee Meeting

**Held at Penclawdd Rugby Football Club
on Tuesday, 7th November 2023 at 8.00 p.m.**

Present: Councillor Adam Woolliscroft (Chair) presided

Councillors: Huw Davies, Leanne Davies, Colin Guy,
Melissa Roberts and Andrew Williams

Officers: Jeremy Parkhouse – Clerk to the Community Council

Also Present: Councillor Paul Tucker, Councillor Sarah Hughes

14. Apologies for Absence

None.

15. Disclosures of Personal and Prejudicial Interests

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

16. Minutes

Resolved that the Minutes of the Events & Projects Committee meeting held on 3rd October 2023 be signed and approved as a correct record.

17. Public Question Time

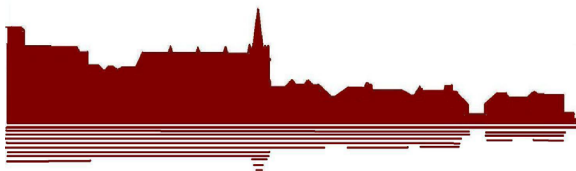
None.

18. Events & Projects Report

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

a) Remembrance Sunday 2023

The Clerk reported that all the outstanding actions had been completed and everything was ready for the Service on 12th November 2023.



b) Penclawdd Playground

The following were discussed / reported: -

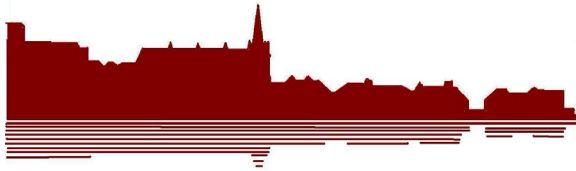
Item	Action(s)	Outcome(s)
Swansea Council Grant	Appoint a preferred tenderer to access funding.	Invitation to tender (ITT) to be issued Friday, 10 th November 2023.
Extension of playground to include 'bank' area.	Remain with current playground boundaries.	Current boundaries to be used in ITT.
Quotation to move maintenance access gates / install second pedestrian access	Quotation for £2,572.11 approved.	To be included in the work programme.
Project Management – JD had stood down as project manager	Cllrs Leane Davies and Adam Woolliscroft to project manage the Playground project with Swansea Council to provide guidance.	Both Councillors to jointly manage the project with guidance provided by Swansea Council.
ITT	Councillor Leanne Davies to finalise the document, circulate it for comments from Councillors / Swansea Council.	Councillor Leanne Davies to issue finalised ITT.
Scoring matrix	Councillor Huw Davies to prepare.	Matrix to be ready for Events and Projects Committee meeting on 6 th December 2023 at 7pm. Council to formally appoint preferred tenderer.
Soft works	Clerk to ask JD for a quotation.	Soft works costs to be included in the work programme.

Resolved that: -

- 1) the actions / outcomes listed above be noted / approved.
- 2) An Events & Projects Committee be scheduled for 7pm on 6th December 2023 to recommend the preferred tenderer to Council.

The meeting ended at 9.40 p.m.

Chair



Llanrhidian Higher Community Council

Minutes of the Special Events & Projects Committee Meeting

**Held at Penclawdd Community Centre
on Wednesday, 6th December 2023 at 7.00 p.m.**

Present: Councillor Adam Woolliscroft (Chair) presided

Councillors: Huw Davies, Leanne Davies, Colin Guy and Andrew Williams

Officers: Jeremy Parkhouse – Clerk to the Community Council

19. Apologies for Absence

An apology for absence was received from Councillor Melissa Roberts.

20. Disclosures of Personal and Prejudicial Interests

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

21. Chair's Announcements

None.

22. Public Question Time

None.

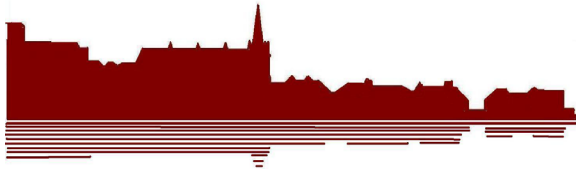
23. Exclusion of the Public

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)

24. To Recommend the Preferred Tender in Respect of the Penclawdd Playground Project.

Councillors Leanne Davies and Adam Woolliscroft reported that the Invitation to Tender (ITT) in respect of Penclawdd Playground was issued to potential contractors on 10th November 2023 and was forwarded to five firms. The ITT was attached at Appendix A.



The deadline for submission of tenders was 1st December 2023 and a working group consisting of Councillors Leanne Davies and Councillor Adam Woolliscroft met on 1st December 2023 to open the tenders received. Two tenders were submitted before the deadline date. These were listed as Contractor 1 and Contractor 2.

The Committee considered both tenders at length.

Resolved that: -

- 1) Contractor 1 be recommended to Council for approval.
- 2) The total budget be increased to £130,000 net and to include additional wet pour on areas of high footfall, which is to be negotiated with the successful contractor.
- 3) The Clerk informs Swansea Council regarding the decision to appoint a contractor.

The meeting ended at 8.29 p.m.

Chair



Item No. 7

Events & Projects Committee – 11th June 2024

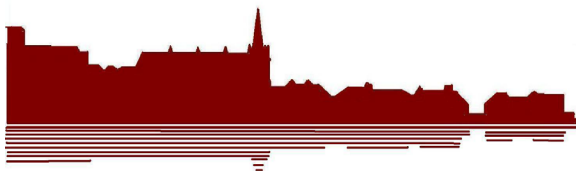
Events & Projects

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.	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.
Order of Service - 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. Confirmation was required from Penclawdd Primary School regarding the attendance of the choir to sing at the start of the 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.	Committee to discuss / Clerk to progress.
Post event reception	The Committee to discuss whether to hold a post event function / to request that Penclawdd WI organise it as per last year at Penclawdd	



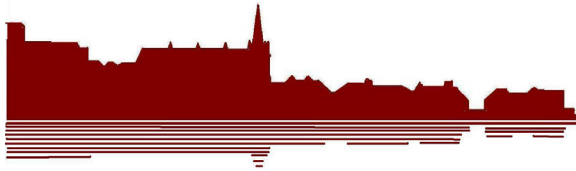
	Community Centre Sports Hall.	
Flooring options	The Clerk has contacted Commercial Marquees regarding flooring.	Quotation awaited.
Learn a Skill Group	The Clerk to contact the Group regarding providing plastic poppies and knitted poppies for the tree / perimeter fence.	Clerk to progress.
Remembrance Figures for Memorial Gardens	The Clerk would look for options from the Royal British Legion.	Clerk to progress.

2) Projects

a. Penclawdd Playground

The previous meetings discussed the following: -

Item	Action(s)	Outcome
Opening Event	The opening event scheduled for 14 th June 2024 had to be cancelled due to it being within the Pre-Election Period for the General Election. The Playground would be opened and the Council will have to decide whether to hold a formal opening event following the General Election.	For discussion.
Project Budget	All outstanding invoices to be paid following installation.	Clerk to organise.
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. Swansea Council Officers will visit the site and feedback regarding the best options to further develop the area. 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 are awaited.

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

3rd June 2024