



**Llanrhidian Higher Community Council**

**Minutes of the Events & Projects Committee Meeting**

**Held at Penclawdd Community Centre  
on Tuesday, 11<sup>th</sup> 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 7<sup>th</sup> November and 6<sup>th</sup> 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, 10<sup>th</sup> 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.

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	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 14<sup>th</sup> 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 14<sup>th</sup> June 2024.</p> <p>Councillor Andrew Williams / the Clerk to progress and confirm with Swansea Council.</p>
Project Progress	Turf was laid on 11 <sup>th</sup> June and the gates needed to be painted yellow. The playground would be inspected on 13 <sup>th</sup> June and any jobs would be completed by Friday	Project on course to be completed by 14 <sup>th</sup> 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 20<sup>th</sup> 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**