

**Llanrhidian Higher Community Council**  
**Minutes of the Finance Committee Meeting**  
**Held at Penclawdd Community Centre**  
**on Tuesday, 3<sup>rd</sup> June 2025 at 7.30 p.m.**

**Present:**

**Councillors:** Russell Garrington, Melissa Roberts, Paul Tucker and Adam Woolliscroft.

**Officers:** Jeremy Parkhouse – Clerk to the Community Council

**1. Election of Chair for the 2025/26 Municipal Year**

**Resolved** that Councillor Paul Tucker be elected Chair of the Finance Committee for the 2025/26 Municipal Year.

**(Councillor Paul Tucker presided)**

**2. Election of Vice-Chair for the 2025/26 Municipal Year**

**Resolved** that Councillor Adam Woolliscroft be elected Vice-Chair of the Finance Committee for the 2025/26 Municipal Year.

**3. Apology for Absence**

Apology for absence was received from Councillor Sarah Hughes.

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

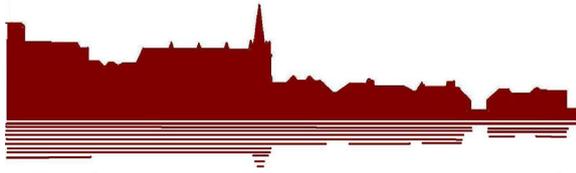
In accordance with the Code of Conduct adopted by Llanrhidian Higher Community Council, no interests were declared.

**5. Minutes**

**Resolved** that the Minutes of the Finance Committee meeting held on 18<sup>th</sup> February 2025 be approved and signed as a correct record.

**6. Public Question Time**

None.



## 7. Quarterly Discussion with the Grounds Maintenance Contractor

Jonathan Davis (JD), Ground Maintenance Contractor attended the meeting to discuss the Ground Maintenance Contract (GMC) 2024-2027 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 for his ongoing work on the current Community Council projects. The meeting discussed the following: -

- a) Maintenance Programme – this was currently up to date, Graig Y Coed pitches had just been closed for summer maintenance. Llanmorlais Recreation Ground would be closed for maintenance following Llanmorlais Carnival.
- b) Bowls Green – the Clerk reported a letter of response received from the Bowls clubs in relation to the Community Council request to stop parking on the grass adjacent to the Bowls Green and for the entrance gate to be closed when cars access the ground. JD highlighted that he had no issue with cars parking on the grass for matches / training. He added that additional work to the edging around the green would have to be completed in the future.

Action(s): 1) JD to provide a quotation to drop the manhole in front of the car park and use hardcore to extend the car park forward. 2) JD to provide a quotation to install a slow closing mechanism on the gate.

- c) Graig Y Coed Football – Quotations had been provided in respect of removing the goalposts, removal of soil and providing topsoil to the area which had drainage work last year.
- d) St Gwynour's Church Cemetery – JD was working on the potential cost to make the cemetery 'good' prior to the Community Council taking over the cemetery, if approved. The meeting emphasised the ongoing need to work in partnership with the Church.
- e) Penclawdd Playground – Faulty surfboard.

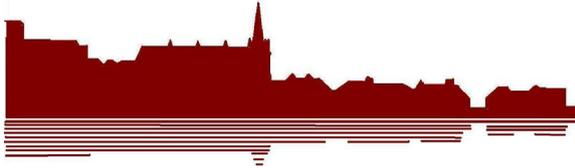
Action(s): 1) Clerk to contact James McGrath

- f) Dunraven – A proposal to leave a central area of Dunraven uncut to assist pollinators was discussed.

Action(s): 1) Central area at Dunraven to be left uncut next year to assist pollinators and the action be added to the Biodiversity and Environment Action Plan.

- g) Skip at Penclawdd Recreation Ground – Some timber had recently been fly tipped inside.

Action(s): 1) JD to immediately lock the skip to prevent fly tipping.



- h) Tennis fencing at Llanmorlais Recreation Ground – the chain link fencing had rotted away. A new fence was required, JD was asked to look at shorter term options.

Action(s): 1) JD to liaise with the Clerk regarding the potential options.

- i) Handrail at Foreshore Car Park – the base of the current handrail was loose. JD had been requested to repair it as it was an emergency.

Action(s): 1) JD to liaise with the Clerk regarding the repairs.

- j) Table Tennis Tables – Councillor Melissa Roberts had been asked regarding introducing outside concrete tables.

Action(s): 1) Option to be discussed further.

## 8. To Monitor the Biodiversity and Environment Development Action Plan

The Clerk presented the updated Biodiversity and Environment Development Action Plan. It was agreed that the central area at Dunraven to be left uncut next year to assist pollinators.

Action(s): the central area at Dunraven to be left uncut next year to assist pollinators.

## 9. Items Referred by Council

The items reported were: -

- k) To agree the Model Financial Procedure Rules.

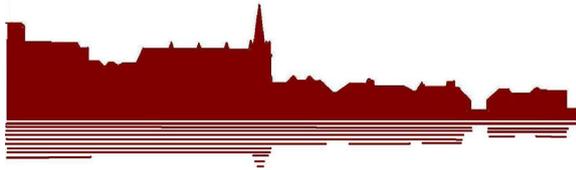
**Resolved** that the Model Financial Procedure Rules be agreed and recommended for approval to Council.

## 10. Council Budget

The Clerk presented 'for information' the up-to-date budget spend for 2025-26.

The following quotations were presented: -

- a) Removal of goalposts at Graig Y Coed Football Pitch.
- b) Topsoil at Graig Y Coed Football Pitch.
- c) Path leading to Graig Y Coed Rugby Pitch.
- d) Watering Gower Native Plants at Foreshore Car Park.
- e) Community Shed Insurance.



**Resolved** that: -

- 1) Quotation a) for £726.00 provided by Jonathan Davis be approved.
- 2) Quotation b) for £1,584.65 provided by Jonathan Davis, be approved.
- 3) Quotation c) for £920.00 provided by Jonathan Davis, be approved.
- 4) Quotation d) for £1,610.00 provided by Jonathan Davis, be refused.
- 5) Quotation e) for £325.00 provided by Gambit Insurance, be approved.

**11. 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 following were discussed: -

- Llanmorlais Changing Rooms – Llanmorlais Hall be asked to remove the remainder of the chairs / carnival equipment. Community Council files would also have to be moved to Penclawdd Community Centre.
- 5-year capital works programme – Remove No.10 – Bandstand at Memorial Gardens and No.12 – Re-establishment of steps to path from Graig Y Coed perimeter path to the Graig footpath.
- Health & Safety Report – Electrical quotations were awaited, the Clerk to progress the work to the pillar at the Rugby Pavilion and arrange for the electrics to remain switched on at Llanmorlais Changing Rooms.

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

The Clerk presented the updated Risk Management Schedule.

**Resolved** that the updated Risk Management Schedule be approved.

**13. Finance Committee Work Plan**

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

The meeting ended at 9.17 p.m.

**Chair**