

Llanrhidian Higher Community Council

Minutes of the Finance Committee Meeting

Held at Penclawdd Community Centre

on Tuesday, 2nd September 2025 at 7.00 p.m.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Russell Garrington, Sarah Hughes, Melissa Roberts,
and Adam Woolliscroft.

Also Present: Jonathan Davis – Ground Maintenance Contractor

Officers: Jeremy Parkhouse – Clerk to the Community Council

12. Apology for Absence

There were no apologies.

13. Disclosures of Personal and Prejudicial Interests

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

14. Minutes

Resolved that the Minutes of the Finance Committee meeting held on 3rd June 2025 be approved and signed as a correct record.

15. Public Question Time

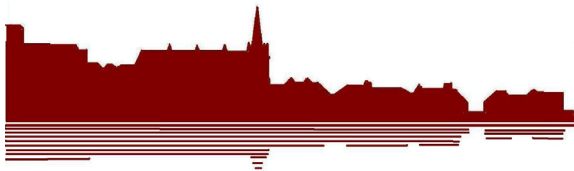
None.

16. 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) Pitches – Some pitches were struggling with germination due to the dry weather. Turf had been used on some, which was not an ideal situation.



- b) Playgrounds – All parts relating to the items highlighted in the annual inspections had been ordered and the required works would be completed as soon as possible.
- c) Work at Graig Y Coed by Mining Remediation Authority – The works had identified collapsed drainage pipes which had been poorly installed (the pipes are not porous) when the pitches were laid in 1990. The evidence for this was the poor drainage of the football pitch for many years. JD would check to see if stone was required over the newly installed pipe.

Action: JD to check if stone is required.

- d) Marking tennis courts – JD stated that the company who use gps tracking to mark pitches only had semi-permanent paint available for tennis courts. Options available include painting the lines or obtaining quotations from specialist firms to complete both Penclawdd and Llanmorlais tennis courts.

Action: The Clerk / JD to look at different options.

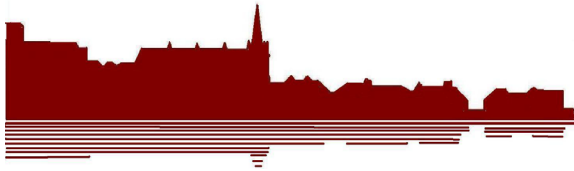
- e) Bamboo at Penclawdd tennis courts – It was recognised that the bamboo growing near the entrance to the courts had been growing through the playing surface for some time. It was regularly being treated / removed and it was outlined that the safest method to treat it would be to remove it completely from the entrance to the tennis courts. The issue would be discussed at a future meeting.
- f) Llanyrnewydd Graveyard – The Clerk stated that he was awaiting a response from the Church following the site visit / correspondence that had taken place following the visit.
- g) Noticeboard at Penclawdd Playground – The noticeboard had been installed and was a positive addition to the site.
- h) Noticeboard at Crofty Post Office and Supermarket – The current noticeboard was in a poor state of repair and needed replacing. Different options would be investigated.
- i) Fencing at Llanmorlais Tennis Courts – It was highlighted that new fencing around the courts would cost in the region of £15,000.

Action: JD to outline the cost of new fencing.

- j) Periwinkle Cottage – The owner had requested that weeds be removed from the fencing between her house and Parc Dan Y Graig.

Action: JD would investigate and treat the weeds, if necessary.

- k) Invasive Himalayan Balsam at Llanmorlais River – JD explained that it should be caught before the end of June and required treatment to eradicate it.



17. To Monitor the Biodiversity and Environment Development Action Plan

The Clerk presented the updated Biodiversity and Environment Development Action Plan. JD stated that next year, he would seed the area in the centre of Dunraven with a wildflower mix.

Resolved that the updated Action Plan be approved.

18. Items Referred by Council

The were none.

19. Financial Report

The Clerk presented 'for information' the up-to-date budget spend for 2025-26. Councillor Adam Woolliscroft requested that more information on the in-year spends up to date spend be provided in future.

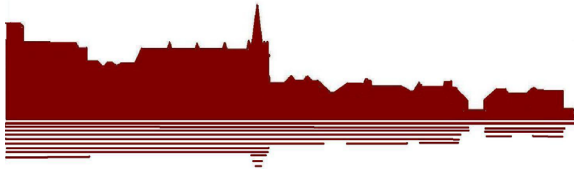
The Clerk highlighted that the potential spend on tools for the Community Shed would be approximately £700 and items were also required for the kitchen, including an urn and whiteboard.

The following quotations were also presented: -

- a) Tarmac to be laid in front of Graig Y Coed Community Shed.
3 quotations were received: - Quotation A - £3,228.00 (Including VAT);
Quotation B - £3,372.60 (Including VAT); Quotation C - £2,652.00 (Including VAT)
- b) Edge IT – Advantage EDGE set up per concurrent user / Annual Fees –
Internal Audit logon (annual fee). Quotation - £160.20 (Including VAT)

Resolved that: -

- 1) Quotation C for £2,652.00 provided by Jonathan Davis in respect of tarmac to be laid in front of Graig Y Coed Community Shed, be recommended to Council for approval.
- 2) Quotation for £160.20 provided by Edge IT, be approved.
- 3) The Clerk proceeds with purchasing the tools / kitchen items for the Community Shed.
- 4) Funds be transferred from the Projects Account to cover the cost of tarmac, tools and kitchen items.



20. To Monitor the Risk Management Schedule

The Clerk presented the updated Risk Management Schedule. The following were discussed: -

- Graig Y Coed drainage – to be added as a medium risk.
- Section 3 – Expenditure – Legal powers – Illegal payment or activity – to be moved to low risk due to Councillors now signing off payments made from the Council bank accounts.
- List of benches – List of assets be sent to Councillor Sarah Hughes.

Resolved that the updated Risk Management Schedule be approved, subject to the above actions being included.

21. To Agree Sports Pitch Hire / Annual Fees 2025/26

The Clerk presented a report which sought approval of the sports pitch hire / annual fees 2025/26. Appendix A provided the fees for 2024/25 and Appendix B provided the proposed fees for 2025/26.

Resolved that: -

- 1) The annual fees / pitch hire costs for 2025/26 be provisionally agreed.
- 2) The annual fees / pitch hire costs 2025/26 be recommended to Council for approval.

22. 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 progress made since the previous meeting in respect of the action plan was noted and the following were discussed: -

- Recycling rubbish – the Clerk investigates the cost of indoor recycling bins for the various changing rooms.

23. Finance Committee Work Plan

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

It was highlighted that to date, no applications had been made for grant funding. A link to the new policy / application form would be included on the Council's Facebook page.

The meeting ended at 8.33 p.m.

Chair