Clydach Community Council
Minutes of the Meeting of the Open Spaces and Building Management Committee

Held Tuesday, 10 November 2026 at 6.45 PM
Waterfall Suite, Forge Fach Resource Centre

Meeting started at 7.00pm
Present: Councillors John Hill, Susan Powell, Siubhan Evans-Jones, Julian Nicholds, and Rowena Bent
In Attendance: Michaela Chaplin (Clerk to the Council)

1. To receive apologies for absences
Apologies received and approved by Cllr. Maria Farr

2. To receive Declarations of interest
No declarations of interest were made by members in relation to the agenda items.

3. To consider matters raised by members of the public related to items on the agenda, limited to 10 mins
No public in attendance

4. To approve the Minutes of the Open Spaces and Building Management Committee held on 13 October as an accurate record
RESOLVED that Minutes were accurate and had been adopted by Council on 20 October 2026

5. Matters arising from the Minutes
Point 10.1 the lights have now been installed.
Point 10.2 PLOL have been informed of the council's decision.

6. To receive Copr Bay consulting report for June
A report was not received from Copr Bay Consulting.

7. To receive the Clerks budget report and discuss the Open Spaces and Building Management Committee Budget for 2027 – 2028
The Clerk's budget report, detailing the current budget, actual expenditure up to 30 September 2026 and the proposed budget for 2027–2028, had been circulated to members prior to the meeting.

Members discussed the proposed budget, including unexpected maintenance requirements and opportunities to reduce utility costs.
Following consideration, it was **RESOLVED** to recommend a total budget of **£161,100** for 2027–2028, comprising:

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- **£131,100** for the existing Clydach Community Council area.
- **£30,000** for the additional Craig Cefn Parc area, in anticipation of the boundary changes taking effect in May 2027.

8. To receive the Clerks, update regarding the following

a. Fire Door and Fire Compartmentation Survey – remedial work

The survey and remedial work have now been received this week. The remedial work quote is high therefore the Clerk is seeking quotes from other companies as well as investigating any grants that may be able to help.
Further in-depth discussion will need to take place.

ACTIONS

1. The Clerk is to obtain further quotes for the remedial works identified in the Fire Door and Fire Compartmentation Survey.

9. To discuss and approve the purchase of an evacuation chair and training

RESOLVED to purchase the Evacuation chair and 1 year maintenance at £1,102 and the train the trainer training at a cost of £1,146. The three-office staff and one member of the nursery will attend the training and then will train others.

ACTIONS

1. Order the evacuation chair and organise installation – the Clerk
2. Decide on member of Nursery to attend the training and let the Clerk know – Cllr. Rowena Bent
3. Book the training - Clerk

10. To receive the Clerks report on Open Spaces and Building Management
Community Hall

10.1 Tree Survey – Tree surveys have been carried out on the woodland past Cae Charles and Waverley Park. The survey has been received and remedial work is required. The Clerk has received one quote, RESOLVED that the Clerk is to obtain further quotes and have the work carried out as soon as practically possible.

10.2 Councillor John Hill raised the need for the Council's tenant leases to be reviewed and updated. The Clerk advised that the last rent review was undertaken in 2022.
Following discussion, it was **RESOLVED** that the Clerk arrange a review of the current rental rates and engage a Solicitor to review and update the existing tenancy agreements and leases, as necessary.

ACTIONS

1. To arrange obtain tree remedial work quotes and instruct work to be carried out. - Clerk
2. To arrange a review of current rental rates – Clerk
3. To arrange engage with a solicitor to review and update tenancy agreements - Clerk

11. Date of next meeting

RESOLVED next meeting 8 December 2026.

Meeting concluded at 7.29pm

Signed_____ Dated_____

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