

## **Minutes of the Meeting of Mumbles Community Council held on 8 November 2022 at 6.30 pm (Hybrid Meeting Ostreme Centre and via Zoom)**

**Members Present:** Carrie Townsend Jones (Chair), Rebecca Fogarty (Vice-Chair), Pamela Erasmus, Rhian Evans, Richard Jarvis, Phil Keeton, Sara Keeton, Rob Marshall, Helen Nelson, Francesca O'Brien, Angela O'Connor, Michael Parkin, Ian Scott, Will Thomas and Tim Zhou

**Officers Present:** Paul Beynon

### **C02211-01 Apologies for Absence**

None

### **C02211-02 Declarations of Interest**

**Carrie Townsend Jones** declared a personal and prejudicial interest in item C02211-07 as she was in receipt of expenses

**Francesca O'Brien** declared a personal and prejudicial interest in item C02211-07 as she was in receipt of councillor remuneration.

Standing Orders were suspended to allow members of the public to speak.

### **C02211-03 Public Participation**

Three questions were asked by a member of the public which were responded to by the Chair

The meeting was reconvened under Standing Orders

### **C02211-04 Minutes of the Monthly Meeting held on 11 October 2022**

**RESOLVED** to approve the Minutes of the Monthly Meeting held on 11 October 2022 as a correct record.

### **C02211-05 Clerk's Report**

There was no Clerk's report this month

**CO2211-06 Chair's Report**

The Chair read her report.

**RESOLVED** that the report be noted.

**CO2211-07 Financial Report**

**RESOLVED** that the electronic payments shown in Appendix 1 be retrospectively approved, and the remainder of the report be noted.

**CO2211-08 Election of Chair of Culture, Tourism and Communications Committee**

**RESOLVED** not to suspend Standing Orders to allow Cllr Rob Marshall to stand for election.

**RESOLVED** that Cllr Phil Keeton be elected Chair of the Culture, Tourism and Communications Committee.

**CO2211-09 Election of Chair of the MumblesFest 2023 Task and Finish Group**

**RESOLVED** that former councillor Clare-Anna Mitchell is not requested to continue as Chair of the MumblesFest 2023 Task and Finish Group.

Councillors Pamela Erasmus and Rob Marshall put their names forward for election and a named vote was called for. The vote was

For Cllr Pamela Erasmus – Cllrs Pamela Erasmus, Rebecca Fogarty, Phil Keeton, Sara Keeton, Carrie Townsend Jones and Tim Zhou,

For Cllr Rob Marshall – Cllrs Rhian Evans, Richard Jarvis, Rob Marshall, Helen Nelson, Francesca O'Brien, Angela O'Connor, Michael Parkin, Ian Scott and Will Thomas.

**RESOLVED** that Cllr Rob Marshall be elected Chair of the MumblesFest 2023 Task and Finish Group.

Cllr Richard Jarvis left the meeting at 19.54.

**CO2211-10 Committee Vacancies**

**AGREED** that Cllr Tim Zhou serve on the Environmental Committee and any councillors wishing to fill vacancies on Committees contact the Clerk

**CO2211-11 To appoint observers to the meetings of the governing bodies of the following organisations**

**AGREED** that the following serve as observers on the governing bodies

- i. Oystermouth Historical Society – Cllr Ian Scott

- ii. West Cross Community Association – Cllr Rebeca Fogarty
- iii. Mumbles Development Trust – Cllr Phil Keeton
- iv. Steering Committee of MCA – appointment no longer required
- v. Ostreme Management Committee – appointment no longer required

#### **CO2211-12 To appoint representatives to the following organisations**

**AGREED** that the following serve as representatives on the governing bodies

- i. One Voice Wales – Swansea Area Committee - Cllrs Will Thomas and Pamela Erasmus
- ii. Town/Community Council's Forum – Cllr Sara Keeton
- iii. One Voice Wales – Larger Council's Committee – Cllrs Carrie Townsend Jones and Will Thomas
- iv. Twinning Association of Mumbles – Cllr Rebecca Fogarty

#### **CO2211-13 Amendment to Standing Orders**

**RESOLVED** that Standing Order 3. c be amended to the following

*'The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break, a bank holiday or a day appointed for public thanksgiving or mourning.'*

#### **CO2211-14 Corner of Llwynderw and Heneage Road**

*Using funds from the Contingency Fund*

**RESOLVED** that

- i. The scheme be installed.
- ii. The cost be shared with the City Councillor for Mayals and Mumbles Community Council's contribution will be £1,106.

#### **Recommendations by the Culture, Tourism and Communications Committee**

#### **CO2211-15 Bleak Midwinter and Warm Hub Events**

*Using funds from CTC17 Marketing and Publicity*

**RESOLVED** that

- i. Retrospective approval is given to the registering the Council's events with the Warm Welcome Campaign and the purchasing of two banners.
- ii. For the purposes of the Warm Welcome Campaign approval in principle is given to the Draft Volunteering Policy with the Policy being finalised by the Policies Task and Finish Group.

**CO2211-16 Christmas Lights Road Closure Event**

*Using funds from the Contingency Fund*

**RESOLVED** that a grant of £2,500 is made to Mumbles Traders for the Christmas Lights Road Closure Event.

Standing Orders were suspended to allow the meeting to continue beyond 2 hours.

**CO2211-17 Christmas Ward Parties**

*Using funds from CTC8 Community Parties*

**RESOLVED** that powers are devolved to the RFO to work with Ward Councillors to spend £2,000 to deliver parties in each Ward.

**CO2211-18 Christmas Lights**

**RESOLVED** that retrospective approval is given to the commissioning of the electrical contractor to put up the Christmas Lights.

**CO2211-19 Questions to the Chair of the Culture, Tourism and Communications Committee**

No questions were asked

**Recommendations by the Finance and Compliance Committee****CO2211-20 Grant Request Grange Primary School**

*Using funds from FC1 – Small and Medium Grants and the Contingency Fund*

**RESOLVED** that a grant of £20,000 be made to Grange Primary School for improvements to the school yard subject to further discussions with the Headteacher over the phasing of the work.

**CO2211-21 Grant Request Mumbles Bowls Club**

*Using funds from FC1 Small and Medium Grants*

**RESOLVED** that a grant of £1,811.40 is made to Mumbles Bowls Club towards the maintenance of the bowls green,

**CO2211-22 Grant Request Sculpture by the Sea**

*Using funds from FC1 Small and Medium Grants*

**RESOLVED** that a grant of £3,200 is made to Sculpture by the Sea towards the cost of the 2023 project with the payment being made from the 2023/24 budget.

**C02211-23 Questions to the Chair of the Finance and Compliance Committee**

No questions were asked.

**Recommendations by the Environmental Committee**

**C02211-24 Wildflower Planting**

*Using funds from ENV2 – Wildflowers*

**RESOLVED** that £500 is made available for use around the four wards to buy bulbs for autumn planting.

**C02211-25 Questions to the Chair of the Environmental Committee**

Cllr Will Thomas asked for an update on the NRW Grant application for funding to repair paths in Castle Woods and was informed that the application was unsuccessful.

**C02211-26 Questions to the Chair of the Community and Social Development Committee**

No questions were asked

**C02211-27 Exclusion of the Press and Public**

**RESOLVED** that the press and public be excluded from the remainder of the meeting due to the confidential nature of the business to be transacted.

**C02211-28 Staff Cover for Absence**

**RESOLVED** that the recommendations of the Personnel Committee be agreed subject to the change in the salary grading for the additional hours to be worked.

**C02211-29 Employee Budget 2023/24 Report**

**RESOLVED** that the Financial Regulations are updated to allow the signed copy of the Employee Budget to be kept electronically rather in hard copy form.

**C02211-30 TUPE of OCA Staff**

**RESOLVED** that the recommendations made by the Personnel Committee be agreed.

**C02211-31 Equipment and Storage**

*Using funds from the Contingency Fund*

**RESOLVED** that the storage facility and equipment be purchased subject to consultation with Down to Earth on the impact on any re-development proposals for the Ostreme Centre.

**Meeting Closed at 9.07 pm**



## Appendix One Payments for Retrospective Approval

		£	£	£
03/10/22	OCA – Minor Hall Rent	800.00	0.00	800.00
14/10/22	Virgin Media – Broadband and Phone September 2022	73.50	14.70	88.20
14/10/22	Cllr Clare-Anna Mitchell – Scarecrow Competition Prize	50.00	0.00	50.00
14/10/22	Cllr Clare-Anna Mitchell – Laser Show Wristbands	8.99	0.00	8.99
14/10/22	Cllr Clare-Anna Mitchell – World Cup Poster Prize	46.00	0.00	46.00
18/10/22	NSP HR Solutions – ESEO Recruitment	1,750.00	350.00	2,100.00
18/10/22	Atkins Accountants – Payroll Q2 2022/23	55.00	11.00	66.00
18/10/22	Cartwn Cymru – Welsh Translation	140.00	28.00	168.00
18/10/22	NSP HR Solutions – August 2022	159.00	31.80	190.80
18/10/22	SLCC Enterprises – Conference	45.00	9.00	54.00
18/10/22	Hurley and Davies – Underhill Monitoring Surveyor	690.00	138.00	828.00
18/10/22	South Wales Arborists – Skatepark Tree Work	1,415.00	283.00	1,698.00
20/10/22	BT Group – Back Up Service	29.85	5.97	35.82
21/10/22	MCA – Underhill Grant Payment Notice 10	136,552.57	0.00	136,552.57
21/10/22	Maverick – Skatepark Payment Notice 1	38,518.68	7,703.74	46,222.42
21/10/22	Royal British Legion – Remembrance Wreath	18.00	0.00	18.00
21/10/22	OCA – Coffee with Friends Hall Hire	138.00	0.00	138.00
21/10/22	Hurley and Davies – Skatepark Project Manager – Phase 1	1,190.60	238.12	1,428.72
21/10/22	Hurley and Davies – Skatepark Project Manager – Phase 2	1,519.60	303.92	1,823.52
21/10/22	Rosie Cooze – Coffee with Friends Cakes and Coffee	18.00	0.00	18.00
21/10/22	SA1 Creative – Multimedia Consultant October 2022	700.00	140.00	840.00
21/10/22	Matthews Commercial Services – Disposal of Confidential Waste	37.50	7.50	45.00
21/10/22	Stage Lighting Services – Laser Show	550.00	110.00	660.00
21/10/22	Barclaycard October 2022 – see below	1,044.89	0.00	1,044.89
25/10/22	Staff Salaries – October 2022	6,849.29	0.00	6,849.29
25/10/22	Taylor Bowden-Parry – Underhill Video and Photography	375.00	0.00	375.00
25/10/22	Taylor Bowden-Parry – Skatepark Video and Photography	375.00	0.00	375.00
25/10/22	Hurley and Davies – Underhill Monitoring Surveyor	690.00	138.00	828.00
25/10/22	Gower Unearthed – Digital Archive Phase 2	3,333.33	0.00	3,333.33

25/10/22	Gower Unearthed – Heritage Co-ordinator Final Payment	1,000.00	0.00	1,000.00
25/10/22	Cllr Carrie Townsend Jones – MEEP Flowers	41.99	0.00	41.99
25/10/22	Harcourt Printing – Halloween Party Posters	10.00	2.00	12.00
25/10/22	AR Property Development – Ostreme Painting	3,535.60	707.12	4,242.72
25/10/22	Shani’s Glitter and Paints – Halloween Party	240.00	0.00	240.00
25/10/22	Clare-Anna Mitchell Laser Show Festoon Stakes	46.98	0.00	46.98
26/10/22	Taylor Bowden-Parry – Underhill Video and Photography	375.00	0.00	375.00
27/10/22	SA1 Solutions – Laptop	599.61	119.92	719.53
27/10/22	Down to Earth – Ostreme Development Consultant	11,250.00	2,250.00	13,500.00
27/10/22	Maverick – Skatepark Contract Variations	5,360.00	1,072.00	6,432.00
27/10/22	Maverick – Skatepark Payment Notice 2	111,679.82	22,335.96	134,015.78
27/10/22	City Loo Hire – Laser Show	290.00	58.00	348.00
28/10/22	Cllr Francesca O’Brien – Councillors Remuneration 2022/23	120.00	0.00	120.00
28/10/22	Phillips Services (Wales) Ltd – Festoon Lighting Repairs	1,331.17	266.23	1,597.40
28/10/22	TecInteractive – Hybrid Meeting Equipment	6,997.00	1,399.40	8,396.40
01/11/22	OCA – Minor Hall Rent	800.00	0.00	800.00
	<b>Total</b>	<b>340,847.97</b>	<b>37,723.38</b>	<b>378,571.35</b>

### Barclaycard Purchases – October 2022 Statement

Shaws – Book of Condolence Pages	20.80
Zoom – Annual Membership for 2 Users	277.55
Executive Retail – Book of Condolences	42.94
Information Commissioners Office – Annual Subscription	40.00
Catalyst2 Services – Additional Disk Space	6.00
Adobe – Adobe Creative	51.98
Dwr Cymru Welsh Water – New Connection Quote	97.20
Dwr Cymru Welsh Water – New Connection Quote	97.20
The Lovespoon Gallery – Twinning Gift	55.00
Catalyst 2 – Website Hosting	16.79
Giff Gaff – RFO Mobile Phone	6.00
Microsoft – Online Services	146.64
Microsoft – Online Services	140.40
Breathe – HR System	14.40

Apple - Additional Storage	0.79
The Purple Guide - Annual Subscription	30.00
1 and 1 IONOS - Councillors Website	1.20
<b>Total</b>	<b>1,044.89</b>

