

## **Minutes of the Annual Meeting Mumbles Community Council held on 12 May 2026 at 6.30 pm (Hybrid Meeting at the Ostreme Centre and via Teams)**

**Members Present:** Cllrs Pamela Erasmus, Rebecca Fogarty, Richard Jarvis, Phil Keeton, Sara Keeton, Rob Marshall, Helen Nelson, Angela O'Connor, Martin O'Neill, Ian Scott, Will Thomas, Carrie Townsend Jones, Trevor Carr, David Lewis, Laura Gilbert and Xanthe Keeton.

**Officers Present:** Kerry Grabham (Clerk), Claire Anderson (Events Officer), Sarah Thyer (Volunteer Co-Ordinator), Mari Potter (Environmental Officer), Hannah Hunter (Facilities Manager) and Ian Hughes (Committee Support Officer)

**Members of The Public Present** Michael Eames and Charles Wilson-Watkins (joined the meeting at 6.42pm)

Prior to the commencement of the meeting, the Chair, Cllr Thomas paid tribute to Robert Francis Davies who had recently passed away. Robert, a cabinet member was a Morrison councillor for almost 43 years.

Robert was heavily involved in Langland Life Guards and he led and drove a lot of projects locally across Swansea. He was a good friend to Mumbles and worked very hard for Swansea and Mumbles over the years. Robert was a close friend to a number of Councillors including Rob Marshall.

Cllr Thomas offered his condolences to the family and led a minute's silence in Robert's honour.

Cllr Thomas congratulated Cllr Francesca O'Brien on being elected to The Senedd. Cllr Thomas paid tribute to Francesca's hard work as a MCC Councillor and believed that she would continue to represent the people of Mumbles in a dedicated and professional way in her new role.

**C02605.AN-01**

### **To elect a Chair of the Council**

The following nominations have been received:

1. Cllr Phil Keeton proposed by Cllr Rebecca Fogarty, seconded by Cllr Pam Erasmus
2. Cllr William Thomas proposed by Cllr Angela O Connor, seconded by Cllr Ian Scott

	<p>A 'named vote' was requested by Cllr Erasmus and following a show of hands by Councillors, the following Councillors voted for Cllr Thomas :- Cllrs Marshall, Carr, Thomas, O'Neill, Scott, Nelson, Jarvis, Gilbert and O'Connor.</p> <p>The following Councillors voted for Cllr Phil Keeton:- Cllrs Townsend Jones, Fogarty, S. Keeton, P. Keeton, X Keeton, Erasmus, and Lewis</p> <p><b>RESOLVED:</b> Cllr William Thomas was duly elected as Chair of The Council.</p>
<b>C02605.AN-02</b>	<p><b>To receive the Chair's Declaration of Acceptance</b></p> <p>The newly elected Chair and the Proper Officer signed the Declaration of Acceptance of Office for Chair of the Council.</p>
<b>C02605.AN-03</b>	<p><b>To elect a Vice Chair of the Council</b></p> <p>The following nominations have been received:</p> <ol style="list-style-type: none"> <li>1. Cllr Carrie Townsend-Jones proposed by Cllr Rebecca Fogarty, seconded by Cllr Sara Keeton</li> <li>2. Cllr Dr Martin O'Neill proposed by Cllr Rob Marshall, seconded by Cllr Richard Jarvis</li> </ol> <p>A 'named vote' was requested by Cllr Erasmus and following a show of hands by Councillors, the following Councillors voted for Cllr O'Neill:- Cllrs. Carr, Thomas, O'Neill, Scott, Nelson, Jarvis, Gilbert and O'Connor.</p> <p>The following Councillors voted for Cllr Townsend Jones:- Cllrs Townsend Jones, Fogarty, S. Keeton, P. Keeton, Marshall, X Keeton, Erasmus, and Lewis</p> <p>With the vote tied on eight nominations each, Cllr Thomas voted in favour of Cllr O'Neill using his Chair's casting vote.</p> <p><b>RESOLVED:</b> Cllr O'Neill was duly elected as Vice-Chair of The Council.</p>
<b>C02605.AN-04</b>	<p><b>To receive the Vice Chair's Declaration of Acceptance</b></p> <p>The newly elected Vice Chair and the Proper Officer signed the Declaration of Acceptance of Office for Vice Chair of the Council.</p>
<b>C02605.AN-05</b>	<p><b>Apologies for Absence</b></p> <p>Cllr Tim Zhou</p>
<b>C02605.AN-06</b>	<p><b>Declarations of Interest</b></p> <p>None</p>

C02605.AN-07	<p><b>To receive the outgoing Chair’s Annual Report</b></p> <p>Cllr Thomas stated that it had been a great honour to serve as chair of Mumbles Community Council for the past twelve months and to represent an area where he had grown up in. Mumbles is a very special place and Cllr Thomas stated that he takes his role extremely seriously, always striving to represent everyone in the community from all ages, backgrounds and all parts of society.</p> <p>Cllr Thomas wished to place on record his sincere thanks to all of the staff at Mumbles Community Council for the incredible hard work throughout the year; their commitment, professionalism and dedication to the community are hugely appreciated.</p> <p>Cllr Thomas wished to warmly welcome the new members of staff who have joined MCC and thanked those who have left for their contribution . He believed that MCC consisted of a fantastic professional team who would continue to develop the Council.</p> <p>Cllr Thomas noted the hard work and dedication of Councillors and staff in relation to a number of projects and highlighted Underhill Park and how this facility has gone from strength to strength and become a significant asset to the local community.</p> <p>Cllr Thomas paid tribute to the huge amount of passion amongst Councillors and staff. And noted the continued improvement of professionalism and cooperation of the whole Council. He believed that it is important that everyone continues to work constructively together, always putting the community ahead of politics and personalities. Mumbles is a fantastic place to live, work and raise a family.</p> <p>Charles Wilson-Watkins joined the meeting at 6.42pm</p>
C02605.AN-08	<p><b>Review of Delegation Arrangements to Committees, Sub-Committees, Staff and Other Local Authorities</b></p> <p>The CO highlighted key aspects to the current arrangements including delegated powers having previously been approved for The CO and RFO.</p> <p><b>RESOLVED</b> that the existing delegation arrangements are re-adopted.</p>
C02605.AN-09	<p><b>To approve the appointment of the new committee, ‘Property &amp; Facilities Committee’</b></p> <p>The CO outlined key aspects to the newly proposed Property and Facilities Committee, having previously circulated information pertaining to the meeting.</p> <p><b>RESOLVED</b> To approve the appointment of the new ‘Property and Facilities Committee’.</p>

<p><b>C02605.AN-10</b></p>	<p><b>To review and approve the Terms of Reference for Property &amp; Facilities Committee</b></p> <p>Councillors discussed the make-up and possible budgeting restraints being imposed on the committee. It was the general consensus of all councillors that all four standing committees should be represented on the Property and Facilities Committee if possible. In addition, it was generally accepted that the Chair of this Committee should be the chair of MCC.</p> <p>The CO confirmed that terms of reference would not impact upon existing delegated financial powers and that issues of contention can still be referred to Full Council for a final decision to be made. In light of Property and Facilities being a newly created committee, it was proposed that in terms of expenditure for devolved budgeting, this should be limited to £15,000 initially with a review taking place after six months.</p> <p><b>RESOLVED:</b> That the composition of the Property and Facilities committee should be made up of the Chair of MCC and a Councillor from each of the standing committees, making five members in total. The standing committees to select representatives at their next committee meetings.</p> <p><b>RESOLVED:</b> That the limit for devolved budgeting be set at £15,000 initially with a review taking place after a six-month period.</p>
<p><b>C02605.AN-11</b></p>	<p><b>To appoint the Chair of Property &amp; Facilities Committee</b></p> <p>The decision to appoint the Chair of MCC as the Chair of Property &amp; Facilities Committee was taken under the previous agenda item ( <b>C02605.AN-10</b> refers)</p>
<p><b>C02605.AN-12</b></p>	<p><b>To review and approve the Terms of Reference of the Standing Committees</b></p> <p><b>RESOLVED</b> that the review by The CO is noted and accepted</p>
<p><b>C02605.AN-13</b></p>	<p><b>Appointment of Chairs to Existing Committees</b></p> <p>The following nominations have been received:</p> <p><b>Community &amp; Social Development Committee</b></p> <p>No nominations – to be agreed at the meeting</p> <p>Cllr Laura Gilbert was proposed by Cllr Ian Scott and seconded by Cllr Will Thomas</p> <p><b>Culture, Tourism &amp; Communications Committee</b></p> <p>1 Cllr David Lewis proposed by Cllr Pam Erasmus, seconded by Cllr Sara Keeton</p> <p>2 Cllr Rob Marshall proposed by Dr Martin O’Neill, seconded by Cllr Richard Jarvis</p>

	<p>A 'named vote' was requested and following a show of hands by Councillors, the following Councillors voted for Cllr Lewis:- Cllrs. Erasmus, P. Keeton, S.Keeton, X. Keeton, Lewis, Nelson, Fogarty and Townsend Jones.</p> <p>The following Councillors voted for Cllr Marshall:-,Carr, Gilbert, Jarvis, Marshall, O'Connor, O'Neill, Scott and Thomas</p> <p>With the vote tied on eight nominations each, Cllr Thomas voted in favour of Cllr Marshall using his Chair's casting vote.</p> <p><b>Environmental Committee</b> 1 Cllr Sara Keeton proposed by Cllr Rebecca Fogarty, seconded by Cllr Carrie Townsend-Jones</p> <p><b>Finance &amp; Compliance Committee</b> 1 Cllr Tim Zhou, proposed by Cllr Pam Erasmus, seconded by Cllr Richard Jarvis</p> <p>The following Chairs are duly appointed. <b>Community and Social Development Committee</b> – Cllr Laura Gilbert <b>Culture, Tourism and Communications Committee</b> – Cllr Rob Marshall <b>Environmental Committee</b> – Cllr Sara Keeting <b>Finance and Compliance Committee</b> – Cllr Tim Zhou</p>
C02605.AN-14	<p><b>Appointment of Members to Existing Committees</b></p> <p>Councillors were duly appointed to each Committee as shown in Appendix 1</p> <p>Cllr Fogarty left the meeting at 7.32pm</p>
C02605.AN-15	<p><b>Review and Adoption of Standing Orders and Financial Regulations</b></p> <p>The CO highlighted key aspects in both sets of documents which had been circulated to Councillors prior to the meeting.</p> <p><b>RESOLVED</b> that the Standing Orders and Financial Regulations be noted and accepted.</p>
C02605.AN-16	<p><b>Review of Representation on or work with external bodies and arrangements for reporting back</b></p> <p><b>RESOLVED</b> that existing practices be re-adopted.</p>
C02605.AN-17	<p><b>To review and approve the Council's Annual Training Plan</b></p> <p><b>RESOLVED</b> to approve the Council's Annual Training Plan</p>

C02605.AN-18	<p><b>To appoint observers to the meetings of the Governing Bodies of the following organisations:</b></p> <ul style="list-style-type: none"> <li>● <b>Oystermouth Historical Society</b></li> <li>● <b>West Cross Community Association</b></li> <li>● <b>Oystermouth Castle</b></li> <li>● <b>All Saints Church</b></li> </ul> <p><b>RESOLVED</b> that the following councillors be appointed: -</p> <ul style="list-style-type: none"> <li>● <b>Oystermouth Historical Society</b> - Cllr Ian Scott</li> <li>● <b>West Cross Community Association</b> - Cllr Phil Keeton</li> <li>● <b>Oystermouth Castle</b> - Cllr Rob Marshall</li> <li>● <b>All Saints Church</b> - Cllr Rob Marshall</li> <li>●</li> </ul>
C02605.AN-19	<p><b>To appoint representatives to the following organisations:</b></p> <ul style="list-style-type: none"> <li>● <b>One Voice Wales - Swansea Area Committee</b></li> <li>● <b>SCC Town &amp; Community Council's Forum</b></li> <li>● <b>One Voice Wales - Larger Council's Committee</b></li> <li>● <b>Twinning Association of Mumbles</b></li> </ul> <p><b>RESOLVED</b> that the following councillors be appointed:-</p> <ul style="list-style-type: none"> <li>● <b>One Voice Wales Swansea - Area Committee</b> - Cllr Carrie Townsend Jones and Cllr Sara Keeton</li> <li>● <b>SCC Town and Community Council's Forum</b> - Cllr Carrie Townsend Jones</li> <li>● <b>One Voice Wales - Larger Councils Committee</b> - Cllr Carrie Townsend Jones and Cllr Martin O'Neill</li> <li>● <b>Twinning Association of Mumbles</b> - Cllr Rebecca Fogarty</li> </ul>
C02605.AN-20	<p><b>Appointment of School Governors</b></p> <p><b>RESOLVED</b> that the following councillors be re-appointed or appointed to the primary schools listed below:-</p> <ul style="list-style-type: none"> <li>● <b>Whitestone</b> - Cllr Pam Erasmus</li> <li>● <b>Newton</b> - Cllr Rob Marshall</li> <li>● <b>Oystermouth</b> - Cllr Carrie Townsend Jones</li> <li>● <b>The Grange</b> - Cllr Sara Keeton</li> <li>● <b>St. Davids</b> - No vacancies</li> <li>● <b>Llwynderw</b> Awaits</li> <li>● <b>Mayals</b> - Cllr Tim Zhou</li> </ul>

C02605.AN-21	<p><b>Review of Inventory of Land and Other Assets, including Buildings and Office Equipment</b></p> <p>A report outlining a review of land and other assets was circulated to Councillors prior to the meeting.</p> <p><b>RESOLVED</b> that the report is noted and accepted.</p>
C02605.AN-22	<p><b>Confirmation of arrangements for Insurance Cover in respect of all Insurable Risks</b></p> <p>The Chair, Cllr Thomas thanked both The CO and Hannah Hunter for their endeavours in compiling two reports which had been circulated to Councillors prior to the meeting.</p> <p><b>RESOLVED</b> that the arrangements were noted and accepted.</p>
C02605.AN-23	<p><b>Review of Councils Complaints Procedure</b></p> <p>A number of minor details including the use of Chairman instead of Chair and Clerk instead of CO were identified by Councillors.</p> <p><b>ACTION</b> CO to make any amendments prior to next review.</p> <p><b>RESOLVED</b> that the arrangements were noted and accepted subject to the above amendments being made.</p> <p>Cllr O'Connor left the meeting at 7.46pm</p>
C02605.AN-24	<p><b>Review of Councils policies, procedures and practices in respect of its obligations under the Freedom of Information Act and Data Protection Legislation</b></p> <p><b>RESOLVED</b> that the arrangements were noted and accepted subject to a review.</p> <p><b>RESOLVED:</b> Policy to be reviewed in a sub-group.</p>
C02605.AN-25	<p><b>Review of Councils expenditure incurred under S137 of the Local Government Act 1972 of the Power of Wellbeing</b></p> <p>The CO reported that expenditure incurred under S137 of the Local Government Act 1972 had previously been published on The MCC Website.</p> <p><b>RESOLVED</b> that the review be noted and accepted.</p>

C02605.AN-26	<p><b>Review of Councillor Attendance at Council and Committee Meetings</b></p> <p>Tables of attendance of Councillors at meetings circulated prior to meeting.</p> <p><b>RESOLVED</b> that the reports be noted and placed on MCC Website.</p>
C02605.AN-27	<p><b>Determining the Time and Place of Ordinary Council Meetings and Committee Meetings up to and including the next Annual Meeting of Council</b></p> <p>A list of proposed dates for Ordinary Council Meetings and Committee Meetings had been circulated prior to the meeting. Councillors were in agreement with the majority of the dates with the exception of The Environmental Meeting. It was proposed that The Environmental Meeting be moved from the 4<sup>th</sup> Monday to the 4<sup>th</sup> Tuesday of each month.</p> <p><b>RESOLVED</b> that no meetings will take place in April 2027 due to the pre-election period</p> <p><b>RESOLVED</b> that no meetings will take place in April 2027 due to the summer recess.</p> <p><b>RESOLVED</b> that the monthly meeting of Council will be held on the 2<sup>nd</sup> Tuesday of each month at 6.30pm</p> <p><b>RESOLVED</b> that committees meet as follows: -</p> <p><b>Facilities and Property Committee</b> – 2<sup>nd</sup> Thursday of the month at 6.30pm</p> <p><b>Finance and Compliance Committee</b> – 3<sup>rd</sup> Tuesday of the month at 6.30pm</p> <p><b>Community and Social Development Committee</b> – 3<sup>rd</sup> Wednesday of the month at 6.30pm</p> <p><b>Environmental Committee</b> – 4<sup>th</sup> Tuesday of the month at 6.30pm</p> <p><b>Culture, Tourism and Communications Committee</b> – 4<sup>th</sup> Wednesday of the month alternating between 2pm and 6.30pm</p>
C02605.AN-28	<p><b>To receive nominations for the Honour of Mumbles Award</b></p> <p>The Chair, Cllr. Thomas informed Councillors that one nomination had been received from Cllr Marshall for the Honour of Mumbles Award. Prior to the name being divulged and the merits of the nomination being discussed, Cllr Thomas considered that the nominee and any discussion should be conducted in closed session.</p> <p>A discussion took place followed by a vote by Councillors on whether to move straight to a vote to accept the nomination or whether to postpone the agenda item until the next Full Council Meeting on 19<sup>th</sup> May 2026.</p> <p><b>RESOLVED</b> that this agenda item be deferred to the next Full Council Meeting on 19<sup>th</sup> May 2026</p>

**Meeting Finished** at 7.56pm

## Appendix 1

### Committee Listing 2026/27

#### Community and Social Development (9)

Laura Gilbert (Chair)

Ian Scott

Pamela Erasmus

Sara Keeton

Will Thomas

#### Culture, Tourism and Communications (9)

Rob Marshall (Chair)

Angela O'Connor

David Lewis

Laura Gilbert

Tim Zhou

#### Environmental (9)

Sara Keeton (Chair)

Helen Nelson

Xanthe Keeton

Rebecca Fogarty

Carrie Townsend Jones

#### Finance and Compliance (9)

Tim Zhou (Chair)

Martin O'Neill

Phil Keeton

Pam Erasmus

Ian Scott

#### Facilities and Property (9)

Will Thomas (Chair of MCC)

Remaining members to be selected at committee meetings

**Personnel Committee (6)**

Will Thomas (Chair of MCC)

Pam Erasmus

Carrie Townsend Jones

Rob Marshall

Sara Keeton

Martin O'Neill

**Appeals (3)**

Phil Keeton

Laura Gilbert

Xanthe Keeton