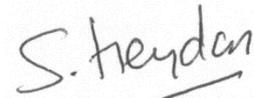


## Summons to the Monthly Meeting of the Finance & Compliance Committee

### Councillors:

Ian Scot (Chair)  
Rebecca Fogarty  
Sophie Gardiner  
Phil Keeton  
Helen Nelson  
Mike Parkin  
Francesca O'Brien  
Will Thomas  
Carrie Townsend Jones

You are **SUMMONED** to the **MONTHLY MEETING** of the **FINANCE & COMPLIANCE COMMITTEE** to be held on  
Monday, 23 May 2022 at 6.30 pm, via Zoom



Steve Heydon  
Clerk to the Council  
Dated 18 May 2022

**Finance & Compliance Committee  
Meeting Agenda  
Monday, 23 May 2022 at 6.30 pm  
Virtual Meeting (Zoom)**

**01 Apologies for Absence**

**02 Declarations of Interest**

**03 Election of Vice-Chair**

**04 Appointment of Sub Committees:**

- OCA/MCC JWG
- GDPR (sub-committee)
- Premises (sub-committee)

**05 Minutes of the Meeting held on 23 March 2022**

To approve the minutes of the meeting held on 23 March 2022 as a true record.

**06 Action Points Arising from Previous Minutes**

**07 Ostreme Centre - CCTV**

**08 Ostreme Centre – Heads of Terms / Licence - Update**

**09 Grant Request from Oystermouth Primary School Parents Teachers Association**

Grant request for £15,000 towards a £55,000 project to improve Key Stage 2 (KS2) yard.

**10 Grant Request from Swansea Bay Orienteering Club**

Grant request for £250 towards a £1,025 project to provide Orienteering Course Markers for Clyne

**11 Grant Request from The Shared Plate CIS**

Grant request for £5000 towards their £6,930 Chop n Chat monthly cooking connection project

**12 Finance Report**

## **Minutes of Meeting of the Finance & Compliance Committee held on 23 March 2022 at 6.30 pm by videoconference (Zoom)**

**Councillors Present:** Rebecca Child (Chair), Carrie Townsend Jones (Vice- Chair),  
Rebecca Fogarty, Rob Marshall, Will Thomas & Ian Scott

**Officer Present:** Steve Heydon

**FN2203-01 Apologies for Absence**

Martin O'Neill,

**FN2203-02 Declarations of Interest**

None.

**FN2203-03 Minutes of the Meeting held on 16 February 2022**

**RESOLVED** to approve the minutes of the meeting held on 16 February 2022 as a true record.

**FN2203-04 Action Points Arising from Previous Minutes**

All outstanding action points are covered below.

**FN2203-05 Terms of Reference**

Meeting of Chairs due. Defer to next meeting.

**FN2203-06 St David's Primary School Grant Application**

Grant application for £2,500 to 'enhance pupils' well-being.'

**RECOMMEND** that the grant be made for sole use on the trim trail (as this will be used by the wider public.

**FN2203-07 Grant Request from Porthcawl Shout Forum**

Grant request towards foundations for new SS Samptama & Mumbles RNLI Lifeboat Edward Price of Wales memorial.

**AGREED** that prior to deciding, we seek the views the local RNLI and residents of Mumbles (via website and social media).

**FN2203-08 Ostreme Centre – CCTV**

**ACTION** – Clerk to arrange a meeting with local police about the use of CCTV and other measures.

**FN2203-09 Ostreme Centre – Heads of Terms / Licence**

**RECOMMEND** that we accept the Heads of Terms and licence subject to clarification of insurance issues.

**FN2203-10 Ostreme – Appointment of Ostreme Development Consultant**

RFO's recommendation not available as he is waiting for clarification from one of the firms.

Cllrs Rebecca Fogarty & Rob Marshall left the meeting.

**FN2203-11 Report from RFO of grants made from May 2017 to date**

**RESOLVED** to note this report.

**FN2203-12 Review of Financial Regulations**

**RECOMMEND** that these be approved.

**FN2203-13 Risk Assessment Report**

**RECOMMEND** that these be approved.

**FN2203-14 Finance Report**

**RESOLVED** to note this report.

**Meeting Closed at 7.45 pm**

## Actions Points Arising from Previous Minutes

Meeting paper for Finance & Compliance Committee – 23 May 2022

Agenda Item: 6

Item	Actions	Update
FN2109-04	<b>Terms of Reference</b>  <b>ACTION</b> - Chair & Vice Chair to draft and circulate before the next meeting.	<i>In progress</i>
FN2109-10	<b>Budget Timetable &amp; Proposal</b>  <b>ACTION</b> - RFO to be asked to draw up procedure for accepting donations	<i>In progress. Clerk has asked RFO to produce procedure. RFO to draft.</i>
FN2111-06	<b>CCTV at the Ostreme Centre</b>  <b>ACTION</b> - Will Thomas to provide details of CCTV installer to enable a quote to be obtained.	<i>In Progress</i>
FN2202-06	<b>CCTV at the Ostreme Centre</b>  <b>ACTION</b> - Chair to contact Cllr Thomas regarding outstanding quotes	<i>Outstanding</i>
FN2203-07	<b>Request from Porthcawl Shout Forum</b>  <b>ACTION</b> - that prior to deciding, we seek the views the local RNLI and residents of Mumbles (via website and social media. Clerk to arrange	<i>Outstanding - awaiting end of campaigning period.</i>
FN2202-08	<b>CCTV at the Ostreme Centre</b>  <b>ACTION</b> - Clerk to arrange a meeting with local police about the use of CCTV and other measures.	<i>Outstanding - awaiting end of campaigning period.</i>

# #131

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, March 15, 2022 10:24:20 PM  
**Last Modified:** Wednesday, March 23, 2022 11:17:11 PM  
**Time Spent:** Over a week  
**IP Address:** 109.146.148.60

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Page 1: Overview

## Q1

Name of Organisation

Oystermouth Primary School Parents Teachers Association

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## Q2

Name and official position of person in your organisation to contact about this application.

Caroline Morgan - Headteacher

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## Q3

Contact Information

Email Address	<b>MorganC361@hwbcymru.net</b>
Phone Number	<b>01792367163</b>

---

## Q4

Alternative Contact Name and Position

Kirsten Clift - PTA Co-chair

---

## Q5

Alternative Contact Information

Email Address	<b>kirsten.clift@hotmail.co.uk</b>
Phone Number	<b>01792360330</b>

---

## Q6

Name of project

Key Stage 2 Playground

---

**Q7**

Amount of grant requested

£15'000

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Page 3: About the project

**Q8**

What is the purpose of the project? (In not more than 150 words)

Together with Oystermouth Primary School, we, the PTA would like to install new play equipment in the Key Stage 2 (KS2) yard, as the current play equipment is very old and needs regular upkeep to address safety issues. The existing surface is wood chipping, which is not very nice during and after wet weather. We are planning for the new play area to include a new wet-pour surface, a new powder coated bow-top fence (enlarging the area footprint slightly) and a large freestanding play system with various elements for the children to play on. If budget allows, a spinner and/or small climbing net would be fantastic also. The local authority are putting this project out to tender via Sell 2 Wales.

---

**Q9**

Date / Time

**25/07/2022**

Start date of project

---

**Q10**

Date / Time

**26/08/2022**

End date of project

---

**Q11**

Who will benefit from the project?

All the current pupils at Oystermouth Primary School would benefit. It would be used by the KS2 children during break times and lunch times, but would also be used by after school club for children of all ages. The school is also used by XL Wales Club in the holidays so children from other schools in our community could benefit from the play equipment during this time. Prior to Covid, the school held regular community events, such as Coffee mornings, Make a Difference Days and School Fayres. Children were supervised playing on the play equipment at these events. We are hoping to reintroduce these events as soon as restrictions allow.

---

**Q12**

How many people living in the MCC area will benefit form the project? (clearly specify estimated numbers)

Approximately 250 school children will initially benefit and over the years this number will increase. XL Wales can have up to 50 children a day during every school holiday apart from the Christmas holiday.

---

**Q13**

How will you monitor both the numbers participating and meeting of project objectives?

The Head teacher and the PTA will work closely with local authority who will manage the contracting company to ensure that the project objectives are met, to benefit all the children within the school.

---

**Q14**

What is the total cost of the project?

£55'000

---

**Q15**

What amount of funding are you requesting from MCC?

£15'000

---

**Q16**

What amount of funding are you requesting from other bodies?

Co-op Local Community Fund - £5000 – fund confirmed, amount estimated. Cllr Myles Langstone - £5000 - confirmed.

---

**Q17**

When will you hear the result of this application?

First payment from Coop will be confirmed in April 2022, and full amount in November 2022.

---

**Q18**

What is the amount of funding you are investing from your organisation's own sources?

Oystermouth Primary School PTA - £10,000 - confirmed. Oystermouth Primary school budget £20'000 - confirmed

---

**Q19**

MCC is very conscious that any grant awarded is raised directly from householders in our area, if some of them were to say why should our money be spent on this what would your answer be? (in not more than 150 words).

Oystermouth Primary School is an integral part of the community with children from over 150 families in attendance.

The importance of play is greatly emphasised at Oystermouth and is seen as vital throughout the school day for physical and emotional wellbeing.

It helps children to socialise, understand their bodies better, engage in imaginative play and enjoy the outdoors, and therefore outdoor play is prioritised for our pupil's healthy growth and development.

We are keen to improve the opportunities for play at Oystermouth so that children can continue to develop their emotional, social, communication and physical skills outside of the classroom. A new play area will rejuvenate the school playground and will provide an inspiring and challenging area for the children which will trigger imagination, curiosity and social interactions. In addition, through climbing, running and jumping children are developing their gross motor skills, and improving their balance, strength and physical fitness.

---

---

**Q20**

What is the purpose of your organisation? (in not more than 150 words - if you are enclosing a copy of your constitution and this answers this question, please note below)

Oystermouth Primary School PTA unites staff, parents and the wider community to improve the learning environments of the school, to provide the best possible education for the children of our community.

---

**Q21**

No

Does your organisation have a website?

---

**Q22**

Respondent skipped this question

If yes, please give details

---

**Q23**

Yes

Is your organisation a registered charity?

---

**Q24**

Yes

Do you have a written constitution?

---

**Q25**

If yes, please attach copy

**oystermouth-pta-constitution.pdf (5.1MB)**

---

**Q26**

Yes

Can your company reclaim VAT?

---

Page 5: Major Capital Projects

**Q27**

Respondent skipped this question

Please provide a business plan to indicate that the income generated by the new/improved facilities will cover the revenue costs of such use. This business plan should include SWOT analysis and detailed estimates of hours of use and the pricing policy for such use.

---

**Q28**

Please provide a copy of the tender document/specification that has been submitted to three building contractors/design architects.

**Tender email from Caroline Morgan.pdf (61.1KB)**

---

**Q29**

I confirm that

I am authorised to sign this declaration and that to the best of my knowledge all information within this application is accurate.

,

I understand that the grant must be spent for the purpose for which it is awarded otherwise it may be subject to repayment in part or in whole.

,

I accept the terms and conditions of grant.

---

**Q30**

I attach a copy of our most recently accounts.

Respondent skipped this question

---

**Q31**

I attach copies of our last 3 bank statements

**Oystermouth PTA bank statement.pdf (14.5KB)**

---

**Q32**

I attach all quotes/estimates that we have.

Respondent skipped this question

---

**Q33**

How did you hear about MCC Grants?

We have applied previously.

---

# #130

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, March 17, 2022 4:16:23 PM  
**Last Modified:** Thursday, March 17, 2022 4:39:53 PM  
**Time Spent:** 00:23:29  
**IP Address:** 86.134.50.178

---

Page 1: Overview

## Q1

Name of Organisation

Swansea Bay Orienteering Club

---

## Q2

Name and official position of person in your organisation to contact about this application.

Niall Reynolds

---

## Q3

Contact Information

Email Address	<b>nm.reynolds@hotmail.co.uk</b>
Phone Number	<b>07969199576</b>

---

## Q4

Alternative Contact Name and Position

David Mitchell

---

## Q5

Alternative Contact Information

Email Address	<b>dave_and_ann.mitchell@ntlworld.com</b>
Phone Number	<b>07870895096</b>

---

## Q6

Name of project

Install Permanent Orienteering Markers in Clyne Gardens

---

**Q7**

Amount of grant requested

£250.00

---

Page 3: About the project

**Q8**

What is the purpose of the project? (In not more than 150 words)

We have used part of a Summer of Wellbeing grant to fund manufacture of 12 permanent Orienteering Course Markers for Clyne Gardens. The Gardens Park team have agreed to install them but need funding for the supply of funding. We are seeking help from Mumbles Community Council to help fund this as it will be a great asset to the park and its users. SBOC have agreed to update the map of the park at no cost to include these new markers.

---

**Q9**

Date / Time

**04/04/2022**

Start date of project

---

**Q10**

Date / Time

**30/04/2022**

End date of project

---

**Q11**

Who will benefit from the project?

All visitors to the park will have an opportunity to use the course and explore the park. It will encourage people to be active and Orienteering is a great sport that is inclusive for all age groups/race and abilities.

---

**Q12**

How many people living in the MCC area will benefit from the project? (clearly specify estimated numbers)

When we held an event for children last summer we had over 35 children participate. If this could be repeated even a few times over the year that would mean over 100 children actively encouraged, though being a permanent course, in theory everyone who visits Clyne Gardens can access the course.

---

**Q13**

How will you monitor both the numbers participating and meeting of project objectives?

The maps can be downloaded either from the Swansea Bay Orienteering Website or from the Council Website. These have counters on them so we can see how many maps are downloaded.

---

**Q14**

What is the total cost of the project?

Total cost - £1025.00

---

**Q15**

What amount of funding are you requesting from MCC?

£250.00

---

**Q16**

What amount of funding are you requesting from other bodies?

Already received funding of £740.00

---

**Q17**

When will you hear the result of this application?

Already received and spent.

---

**Q18**

What is the amount of funding you are investing from your organisation's own sources?

£35.00 plus volunteer time to design course and publicise.

---

**Q19**

MCC is very conscious that any grant awarded is raised directly from householders in our area, if some of them were to say why should our money be spent on this what would your answer be? (in not more than 150 words).

This course will provide a great opportunities for families to explore the park in a structured way, getting physical and mental benefits in doing so. It will complement permanent courses at Oystermouth Castle, Mumbles Hill and Clyne Valley.

---

Page 4: About Your Organisation

**Q20**

What is the purpose of your organisation? (in not more than 150 words - if you are enclosing a copy of your constitution and this answers this question, please note below)

Swansea Bay Orienteering Club provides a focus for orienteering across much of South West Wales.

There are currently about one hundred members ranging in age from 5 to 85.

There is a wide range of ability and experience within the club from beginners to elite orienteers, who represent Great Britain all over the world.

The Club organises a series of regular events throughout the year including introductory sessions and social activities.

Much of the focus in the Summer is on the series of mid-week evening events – the Summer League. Throughout the rest of the year there are other local events and coaching sessions. In addition, we normally host at least two major events each year.

Events are held in various areas from Merthyr Mawr (Bridgend) in the East to Tenby in the West and stretching North into the Brecon Beacons.

For its size the club is one of the most successful in the country. Amongst our membership we have had several British Champions and even a couple of World Champions!

---

**Q21** Yes

Does your organisation have a website?

---

**Q22**

If yes, please give details

<https://sboc.org.uk/>

---

**Q23** No

Is your organisation a registered charity?

---

**Q24** Yes

Do you have a written constitution?

---

**Q25**

If yes, please attach copy

**20210323 Constitution 2021 - Signed off Version.pdf (353.3KB)**

---

**Q26** No

Can your company reclaim VAT?

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---

Page 5: Major Capital Projects

**Q27** Respondent skipped this question

Please provide a business plan to indicate that the income generated by the new/improved facilities will cover the revenue costs of such use. This business plan should include SWOT analysis and detailed estimates of hours of use and the pricing policy for such use.

---

**Q28** Respondent skipped this question

Please provide a copy of the tender document/specification that has been submitted to three building contractors/design architects.

---

## Grant Application

**Q29**

I confirm that

I am authorised to sign this declaration and that to the best of my knowledge all information within this application is accurate.

,

I understand that the grant must be spent for the purpose for which it is awarded otherwise it may be subject to repayment in part or in whole.

,

I accept the terms and conditions of grant.

---

**Q30**

I attach a copy of our most recently accounts.

Respondent skipped this question

---

**Q31**

I attach copies of our last 3 bank statements

Respondent skipped this question

---

**Q32**

I attach all quotes/estimates that we have.

Respondent skipped this question

---

**Q33**

How did you hear about MCC Grants?

From Biodiversity Officer of Clyne Valley Community Project.

---

# #129

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, March 16, 2022 2:10:53 PM  
**Last Modified:** Wednesday, March 16, 2022 2:54:56 PM  
**Time Spent:** 00:44:02  
**IP Address:** 80.189.43.102

---

Page 1: Overview

## Q1

Name of Organisation

The Shared Plate CIC

---

## Q2

Name and official position of person in your organisation to contact about this application.

The Shared Plate CIC

---

## Q3

Contact Information

Email Address **info@thesharedplate.co.uk**  
Phone Number **01792 360 500**

---

## Q4

Alternative Contact Name and Position

Niaomh Convery Managing Director

---

## Q5

Alternative Contact Information

Email Address **niaomhsconvery@gmail.com**  
Phone Number **07562581282**

---

## Q6

Name of project

Chop 'n' Chat

---

**Q7**

Amount of grant requested

£5,000

---

Page 3: About the project

**Q8**

What is the purpose of the project? (In not more than 150 words)

Chop n Chat is a monthly cooking connection project that brings people together by preparing and eating a meal together. The concept is simple by being busy with our hands we are more able to talk freely and connect with ourselves, others and our community. Everybody's got to eat! We are looking to fund Chop 'n' for a year twice a month: once with adults and once with children

---

**Q9**

Date / Time

**13/04/2022**

Start date of project

---

**Q10**

Date / Time

**12/04/2023**

End date of project

---

**Q11**

Who will benefit from the project?

Adults & from Mumbles and the surrounding area

---

**Q12**

How many people living in the MCC area will benefit from the project? (clearly specify estimated numbers)

360 people can attend the project over the year but around 1/2 will be regulars. Approximately 155.

---

**Q13**

How will you monitor both the numbers participating and meeting of project objectives?

We keep a document of new attendees and also ask people to give verbal testimony about their experience with the project

---

**Q14**

What is the total cost of the project?

£6,930

---

**Q15**

What amount of funding are you requesting from MCC?

£5,676

---

**Q16**

What amount of funding are you requesting from other bodies?

N/A We get £15 a month donation from local Co-op = £180 per annum

---

**Q17**

When will you hear the result of this application?

-

---

**Q18**

What is the amount of funding you are investing from your organisation's own sources?

£960

---

**Q19**

MCC is very conscious that any grant awarded is raised directly from householders in our area, if some of them were to say why should our money be spent on this what would your answer be? (in not more than 150 words).

If the pandemic has taught anything, it is the value of community. Connecting with each other is an essential part of building community and what better way to do it than through food. Good food for everyone!

---

Page 4: About Your Organisation

**Q20**

What is the purpose of your organisation? (in not more than 150 words - if you are enclosing a copy of your constitution and this answers this question, please note below)

The Shared Plate is a community interest company with people and food at its heart. We believe the right to good food should be shared by all and shouldn't come at the cost of our planet or the lives of those working to produce it. We run cookery & food growing programmes that are a chance for people of all ages & abilities to build connection to themselves, each other and what it means to have access to good food for everyone.

We are re-imagining the way our food system can and must be; local, seasonal, low carbon, and shared with everyone.

---

**Q21**

**Yes**

Does your organisation have a website?

---

**Q22**

If yes, please give details

[www.thesharedplate.co.uk](http://www.thesharedplate.co.uk)

---

**Q23**

No

Is your organisation a registered charity?

---

**Q24**

Yes

Do you have a written constitution?

---

**Q25**

If yes, please attach copy

[\\_Articles of association TSP.doc.pdf \(167.4KB\)](#)

---

**Q26**

Yes

Can your company reclaim VAT?

---

---

Page 5: Major Capital Projects

**Q27**

Respondent skipped this question

Please provide a business plan to indicate that the income generated by the new/improved facilities will cover the revenue costs of such use. This business plan should include SWOT analysis and detailed estimates of hours of use and the pricing policy for such use.

---

**Q28**

Respondent skipped this question

Please provide a copy of the tender document/specification that has been submitted to three building contractors/design architects.

---

**Q29**

I confirm that

I am authorised to sign this declaration and that to the best of my knowledge all information within this application is accurate.

,

I understand that the grant must be spent for the purpose for which it is awarded otherwise it may be subject to repayment in part or in whole.

,

I accept the terms and conditions of grant.

---

**Q30**

I attach a copy of our most recently accounts.

**Statutory Accounts 2021.pdf (220.2KB)**

---

**Q31**

I attach copies of our last 3 bank statements

**statement 2.jpeg (309.8KB)**

---

**Q32**

**Respondent skipped this question**

I attach all quotes/estimates that we have.

---

**Q33**

How did you hear about MCC Grants?

Councillor

---