

MINUTES of the **JOINT ENABLING COMMITTEE MEETING** of Mumbles Community Council held on Monday, 5 August 2019 in the Council Office, Walters Crescent, Mumbles

JE.19.033 Present

Councillors: Rebecca Fogarty, Adam Gilbert, Martin O'Neill and Carrie Townsend Jones.

JE.19.034 Also Present

Councillor Rebecca Singh, Helen Nelson and Paul Beynon (RFO/Assistant Clerk)

JE.19.035 Election of Chair

Councillor Rebecca Fogarty was elected as Chair for the meeting.

JE.19.036 Apologies

Councillors Sara Keeton, Philip Reason and Carwyn Thomas

JE.19.037 Declarations of Interest

None

JE.19.038 Minutes of Previous Meetings

AGREED that the minutes of the meetings held on 03/06/2019 and 01/07/2019 be approved as a correct record.

JE.19.039 Revised Terms of Reference

The Terms of Reference for the Committee have been updated to include additional objectives which would have previously been the responsibility of the Finance and General Purposes Committee

AGREED that the revised Terms of Reference be approved and adopted.

JE.19.040 Appointment of Multimedia Consultant

Four tenders had been received for the role of Multimedia Consultant and an evaluation panel of 3 members of the Joint Enabling Committee had met to review the tenders.

AGREED that the SA1 Group be appointed as Multimedia Consultant with effect from 01/09/2019 and they are invited in to meet the evaluation panel to discuss a smooth transition from the effective date.

JE.19.041 Evaluation Tender Update

Cllr Martin O'Neill had previously circulated an Evaluation Tender document to the Committee for comment. It was agreed that the document be finalised based on the comments received.

RECOMMENDED that

- 1) The Evaluation Tender document is approved for issue to appropriate individuals or organisations
- 2) The Joint Enabling Committee be given delegated authority to shortlist, interview and appoint subject to the cost being up to the approved budget of £10,000.

It was **AGREED** that Standing Orders be **SUSPENDED** to allow the discussion of the following item.

JE.19.042 Co-option of Mrs. Helen Nelson

AGREED that Mrs. Helen Nelson be co-opted onto the Joint Enabling Committee due to her knowledge and understanding of the well-being principles.

JE.19.043 Review Newsletter

The draft Summer Newsletter was reviewed and it was **AGREED** that any final amendments would have to be with the Marketing, Events Planning and Editorial Consultant by 06/08/2019

JE.19.044 September Marketing Plan

RECOMMENDED that Cllr Philip Reason demonstrate the Marketing Planner at the next meeting of Council and then contact be made with Committee Chairs so that the Marketing Planner can be updated with all relevant events.

JE.19.045 Training and Guest Speakers

It was noted that Rebecca Evans AM is attending the next Council meeting on 13/08/2019. It was also suggested that contact be made with all relevant MP's and AM's to ask for available dates where they could attend a Council meeting.

Contact has also been made with Cllr Rob Stewart, Leader of the City and County of Swansea to invite him to attend a Council meeting.

Details of Place Plan training delivered by Planning Aid Wales was provided and it was suggested that contact be made with Pennard

Community Council to see if they were willing to arrange a joint training session to be arranged at a suitable date and venue.

The Cultural Well-Being Committee had requested training in the appropriate use of Social Media to maximise coverage and exposure and it was **AGREED** that a speaker be sought to provide this training which will be available to all councillors.

The Economic Well-Being Committee had requested training in planning issues and it was **AGREED** that contact be made with the City and County of Swansea's Planning Department to see if they could recommend appropriate training.

The Council has 3 recently elected councillors and it was **AGREED** that induction training should be provided as soon as possible.

It was felt that training to allow the Council to work constructively would be beneficial and it was **RECOMMENDED** that Council explore options for training that would allow councillors to disagree constructively without it impacting on the work or reputation of the Council as a whole.

JE.19.046 Community Consultation

A summary version of the Community Plan recommendation and a feedback form intended to obtain the views of the community on the issues raised in the Community Plan were discussed.

AGREED that a final version of the summary and feedback form be agreed by 06/08/2019 for inclusion in the Summer Newsletter.