



Minutes of Council Meeting

9 April 2019

MINUTES of the MONTHLY MEETING of MUMBLES COMMUNITY COUNCIL held in the Council Office, Walters Crescent, Mumbles on Tuesday 9 April 2019

Present:

**134.04 Councillors(s)
.19**

Pam Erasmus
Gareth Ford
Adam Gilbert
Mike Griffiths
Richard Jarvis
Sara Keeton
Rob Marshall

Councillors(s)

Myles Langstone
Martin O'Neil
Ian Scott
Rebecca Scott
Carwyn Thomas
Linda Tyler-Lloyd

135.04 In attendance:

Steve Heydon (Clerk)

136.04 Apologies for Absence

Councillors: Tim Bull, Myles Langston & Carrie Townsend Jones

137.05 Declarations of Interest

138.04 Minutes of the Monthly Meeting held on 12 March 2019

RESOLVED to confirm as a correct record the minutes of the Monthly Meeting held on 12 March 2019

139.04 Clerk' Report

The Clerk answered questions on the letters listing circulated with the agenda.

140.04 Chair's Report

The Chair's report was circulated with the agenda.

RESOLVED to accept the Chair's Report and approve the visit to Hennebont (at no cost to the Council).

141.04 Cllr Rebecca Scott joined the meeting at 6.22pm.

142.04 Local Councillor Report

RESOLVED to note Cllr Will Thomas' report

Recommendations from the MME Committee

143.04 Newsletter Editor

RESOLVED that:

- i. Claire Anderson – who has recently been appointed MCC's Marketing & Events Planning Assistant, be asked to fill this role
Or, if Claire does not wish to accept our offer
- ii. An advert be placed to recruit a suitably experienced editor to produce 2 newsletters for the Community Council and a monthly Evening Post Column at a cost of £1,000, and
- iii. MME be delegated to interview and appoint the candidate

Recommendations from the Development Committee

144.04 Bottle Filler

Following a site visit, Swansea Council expressed concerns about the fact it will protrude into the footway fronting the block and could be easily bumped into by children or the partially sighted.

They suggested installing a Hi-Viz bollard or barrier either side at a cost of in the region of £500; or, as a cheaper option using a self-adhesive rubberised Hi-Viz angled edge protection that can be stuck onto the sharp edges/corners of the unit at a cost of around £50 for a 1m length.

RESOLVED that we ask Swansea Council to install the Bottle Filler together with a Hi-Viz Barrier and tape.

145.04 Langland Bay Tennis Sub-Committee

RESOLVED to accept the quote for groundworks given by Swansea Council save for the amount for fence removal.

RESOLVED that as the recommendations from our contractor regarding the award the tender for the refurbishment of courts 1 & 2 were not yet available a Special Meeting of MCC be called to discuss the matter.

146.04 Cllr Rob Marshall left the meeting at 7pm.

Recommendations by the F&GP Committee

147.04 Grant Application - Mumbles Bowls Club

Application for a grant of £3,618 to meet the cost of grass cutting, hedge cutting, and maintenance costs charged to the Club by the City and County of Swansea. The club themselves already contribute in excess of £1,000. The Committee expressed its desire to support the Bowls Club and to see it thrive in the future but noted the request was for a 100% grant which was contrary to the Council's Grants Policy.

RESOLVED that:

- i. A grant of £2,309 be made
- ii. MCC to work with Mumbles Bowls Club to promote the Club and in an attempt to attract new members.
- iii. The Club submit a Fundraising Plan to the Council within the next eight weeks
- iv. The Club may submit a further grant application later in the year if the efforts to increase membership fails to generate sufficient income to cover the remaining charges

148.04 Grant Application - Mumbles Rangers FC (No.1)

Application for a grant of £1,000 towards the cost of Mumbles Rangers U14's attending an International Football Tournament in Genoa, Italy in September 2019. The player's families will also be contributing £11,000 to the cost of attending the tournament.

RESOLVED that a grant of £1,000 be made to Mumbles Rangers FC for attendance at the Genoa football tournament and the Club be requested to acknowledge the support provided by Mumbles Community Council in any publicity produced and if possible, as has happened in the past, on their kit.

149.04 Grant Application – Mumbles Rangers FC (No.2)

Application for a grant to contribute to the costs of running the Alan Martin Junior Football Festival which is a 2-day event for boys' and girls' teams from

the Swansea area. The funding is requested to purchase replacement equipment and new equipment for the new girl's section of the festival.

RESOLVED that a grant of up to £1,000 be made and the Club be requested to acknowledge the support provided by the Community Council in any publicity produced.

150.04 Underhill Park Development – Joint Working Group

RESOLVED that in light of the letter from the Chairman of MCC, the proposed meeting of the Joint Working Group be held on 11 April 2019 be cancelled and a copy of the Sport Clubhouses scheme be sent to MCA when it is available.

151.04 MCA – Request for Release of Funding

RESOLVED that both the funding of £865.90 (to meet the costs incurred for the video and printing) and the balance of the earmarked funding of £12,000 be immediately released to MCA.

152.04 Cllr Linda Tyler-Lloyd left the meeting at 7.52pm.

153.04 Internal Audit 2019/20 – Procurement Specification

A specification for the procurement of an Internal Auditor to undertake the review of the 2019/20 accounts along with an outline of the potential market for the providers of Internal Audit services is available in OneDrive.

RESOLVED that the Internal Audit procurement specification be sent to identified providers of internal audit services and advertised on the Council's website with a return date for quotations of 30 April 2019.

154.04 Continuance of Meeting

Standing Orders state that the meeting should not exceed two hours in length. In order to allow the agenda to be completed it was:

RESOLVED to suspend standing orders.

Financial Report

155.04 Wales Audit Office

The Wales Audit Office report for 2017/18 has not yet been received. WAO submitted a request for further detail which has been provided to them.

Cheque Payments for Approval

			£	£	£
156.04	3968	Lighthouse Theatre - Grant	1,000.00	0.00	1,000.00
157.04	3969	OVW – Innovation Conference	55.00	0.00	55.00
158.04	3970	Complete Self Storage –	583.35	116.65	700.00
159.04	3971	One Voice Wales Membership	2,766.00	0.00	2,766.00
160.04	3972	CCS – Business Rates 2019/20	1,288.70	0.00	1,288.70
161.04	3973	Martin O’Neill – expenses	134.71	0.00	134.71
162.04	3974	Manoeuvre Media – set up for new councillors and leaflet design	180.00	0.00	180.00
163.04	3975	Complete Self Storage – April 2019	116.67	23.33	140.00
164.04	3976	*CCS – West Cross Election Costs – see below	5,829.78	0.00	5,829.78
165.04	3977	Armor Ale CYF – Mumboules Grant	500.00	0.00	500.00
166.04	3978	SA Flyers – leaflet print and distribution	1,340.00	192.00	1,532.00
167.04	3979	Draintech – Ostreme Survey	485.00	97.00	582.00
168.04	3980	Ieuan Rees – Twinning Plaque	670.00	134.00	804.00
169.04	3981	CCS – Permit Parking Oakland Road	3,200.00	640.00	3,840.00
170.04	3982	CCS – Double Yellow Lines Mayals Road and Fairwood Road	3,300.00	660.00	3,960.00
171.04	3983	HMRC – Payroll Deductions Mth 12	688.79	0.00	688.79
172.04	3984	Camedee Properties Ltd – Electricity Quarter 4	226.55	0.00	226.55
173.04	3985	KPA Consulting Engineers Ltd – Ostreme roof trusses survey	1,050.00	210.00	1,260.00
174.04	3986	SDP Cleaning – March 2019	100.00	0.00	100.00
175.04	3987	Wales in Bloom	100.00	0.00	100.00
176.04	3988	Lisa Williams – Dementia Tea Dance	75.00	0.00	75.00
177.04	3989	Mayals School – Flora for Schools	500.00	0.00	500.00
178.04	3990	Llwynderw School – Flora for Schools	500.00	0.00	500.00
179.04	3991	Whitestone School – Flora for Schools	500.00	0.00	500.00
180.04	3992	Grange School – Flora for Schools	500.00	0.00	500.00
181.04	3993	St David’s School – Flora for Schools	500.00	0.00	500.00

182.04	3994	Newton School – Flora for Schools	500.00	0.00	500.00
183.04	3995	Oystermouth School – Flora for Schools	500.00	0.00	500.00
		Total	27,189.55	2,072.98	29,262.53

*The approved budget for Election Costs is £5,000 based on the estimate provided by the City and County of Swansea in January 2019. However, the invoice received for the West Cross election is £5,829.78. Paragraph 4.2 of Financial Regulations states that an approved budget may not be exceeded by more than 10% without a specific resolution of Council. As the invoice for the election costs is more than the approved budget plus 10%, it is **recommended** that Council approves the additional expenditure to be funded from reserves.

184.04 Non-Cheque Payments for approval

		£
SO	Sebastian Cieslak – Multimedia Consultant	200.00
DD	Apogee – photocopying contract	173.57
DD	NEST – Pension Contribution	59.16
DD	Barclaycard – see below	641.74
SO	Steve Heydon – Salary March 2019	1,472.59
SO	Paul Beynon – Salary March 2019	632.36
SO	Chris Smith – IT Consultant	50.00
	Total	3,229.42

185.04	Barclaycard Purchases	£
	Post Office - stamps	31.91
	Catalyst2 Services – annual SSL certificate	118.80
	Catalyst2 Services – website hosting	15.59
	Warehouse.Com - Shredder	253.20
	Furniture at Work – desk pedestal	117.60
	Microsoft – website hosting etc.	22.56
	Microsoft – website hosting etc	82.08
	Total	641.74

186.04 Bank Balances at 04/04/2019

	£
Current Account	41,909.45
Savings Account	235,354.46
Total	277,263.91

187.04 Internal Audit 2018/19

An internal audit is required prior to the submission of the annual accounts for 2018/19 to the external auditor which must be by 30 June 2019.

RESOLVED that the current Internal Auditor, Lyn Llewellyn is appointed to complete the internal audit for 2018/19 at a cost of £525.

188.04 Independent Remuneration Panel for Wales Report 2018

RESOLVED that this be referred back to the F&GP Committee.

189.04 GDPR Report

A verbal update was given to councillors.

Recommendations by the Community Planning Committee

190.04 Authorise a Private Valuer for the Ostreme Centre

RESOLVED that council accept the recommendation of the Responsible Financial Officer and appoint Mallards to value the Ostreme.

191.04 New Committee Structure Proposal

RESOLVED that the proposed committee structure be adopted and that the standing orders be amended appropriately.

192.04 Clerk/RFO CiLCA Training

Cost of registration, attending the training course (including travel) for Clerk and RFO is £1,686

RESOLVED that these costs be paid.