

# Minutes of Council Meeting

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9 July 2019

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

**Present:**

**269.07 Councillors**  
**.19**

Tim Bull  
Pam Erasmus  
Rebecca Fogarty  
Adam Gilbert  
Mike Griffiths  
Richard Jarvis (arrived at 7pm)  
Sara Keeton  
Rob Marshall

**Councillors**

Martin O'Neill  
Ian Scott  
Rebecca Singh (arrived at 7pm)  
Carwyn Thomas  
Will Thomas  
Carrie Townsend Jones  
Linda Tyler-Lloyd

**270.07 In attendance:**

Paul Beynon (Assistant Clerk)

**271.07 Apologies for Absence**

**Councillors:** Gareth Ford, Myles Langstone and Philip Reason.

**272.07 Declarations of Interest**

None

**273.07 The meeting was adjourned to allow a question and answer session with Cllr Des Thomas (City and County of Swansea)**

**274.07 Minutes of the Monthly Meeting held on 11 June 2019**

**RESOLVED** to confirm as a correct record the minutes of the Monthly Meeting held on 11 June 2019.

**275.07 Clerk's Report**

There was no formal Clerk's report but Councillors were reminded that the Local Democracy and Boundary Commission's draft report on the Future

Electoral Arrangements for the City and County of Swansea had been circulated to all Councillors and the draft report will appear on the agenda for the next meeting of Council on 13 August 2019.

#### **276.07 Chair's Report**

The Chair presented her report to Council

**RESOLVED** that the books presented to Mumbles Community Council by Hennebont be donated to Mumbles Library.

**AGREED** that Councillor volunteers would be requested for all Stumbles Through Mumbles walks organised by the Lighthouse Theatre and the Clerk should be informed of any gardens which Councillors think should be judged as part of the Mumbles in Bloom competition.

#### **277.07 Annual Accounts 2018/19**

The Responsible Financial Officer (RFO) presented the Annual Accounts for the year ended 31 March 2019 for approval.

**RESOLVED** to approve the Annual Accounts for the year ended 31 March 2019

#### **278.07 Annual Internal Audit Report 2018/19**

The RFO presented the Annual Internal Audit report from the Council's Internal Auditor for the year ended 31 March 2019 for approval.

**RESOLVED** to approve the Annual Internal Audit Report for the year ended 31 March 2019.

#### **279.07 Finance Report**

The RFO presented the Finance Report

#### **280.07 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**

			£	£	£
<b>281.07</b>	4026	Marshalls – Bike Rack	4,436.62	887.32	5,323.94
<b>282.07</b>	4027	Void	0.00	0000	0.00
<b>283.07</b>	4028	Bourbon Alley – MF Performer	150.00	0.00	150.00

<b>284.07</b>	4029	SD Purton – Cleaning May 2019	80.00	0.00	80.00
<b>285.07</b>	4030	Cash for Mumbles Fest	400.00	0.00	400.00
<b>286.07</b>	4031	Cover to Cover – Schools Comp Book Vouchers	190.00	0.00	190.00
<b>287.07</b>	4032	Davina Moorhouse – Mumbles Fest Organisation	200.00	0.00	200.00
<b>288.07</b>	4033	Swansea City of Sanctuary - Grant	300.00	0.00	300.00
<b>289.07</b>	4034	CCS – Hire of Castle Grounds	510.00	10.00	520.00
<b>290.07</b>	4035	MDT – Dragon Refurbishment	1,600.00	0.00	1,600.00
<b>291.07</b>	4036	J&S Apparel – MF T Shirts	170.00	34.00	204.00
<b>292.07</b>	4037	St John Ambulance - MF	240.00	48.00	288.00
<b>293.07</b>	4038	Gower Fudge – MF Food Vouchers	45.00	0.00	45.00
<b>294.07</b>	4039	Celtic Mitsubishi – MF Evening Post Advert	210.00	42.00	252.00
<b>295.07</b>	4040	Complete Self Storage – June 19	116.67	23.33	140.00
<b>296.07</b>	4041	HMRC - Payroll Deductions Mth 3	501.27	0.00	501.27
<b>297.07</b>	4042	VL Lewellyn – Internal Audit 18/19	535.00	0.00	535.00
<b>298.07</b>	4043	OVW – Council as an Employer Course	40.00	0.00	40.00
<b>299.07</b>	4044	Rock Project – MF Performer	35.00	0.00	35.00
<b>300.07</b>	4045	SD Purton – Cleaning June 2019	100.00	0.00	100.00
<b>301.07</b>	4046	Complete Self Storage – July 2019	116.67	23.33	140.00
<b>302.07</b>	4047	OVW Innovative Practice Conference	100.00	0.00	100.00
<b>303.07</b>	4048	SLCC – CiLCA Course RFO	340.00	68.00	408.00
<b>304.07</b>	4049	SLCC – CiLCA Course Clerk	340.00	68.00	408.00
<b>305.07</b>	4050	News UK & Ireland – Swansea Sound MF	950.00	190.00	1,140.00
		<b>Total</b>	<b>11,706.23</b>	<b>1,393.98</b>	<b>13,100.21</b>

**306.07 Non-Cheque Payments for approval**

		£
SO	Sebastian Cieslak – Multimedia Consultant	200.00
Trf	Bouncy Castle Hire – Mumbles Fest	95.00
Trf	Siwan Thomas – Mumbles Fest Performer	80.00
Trf	Heatwave Marketing – May 2019	930.00
DD	Barclaycard – see below	5,916.14

Trf	The Curious – Mumbles Fest Performer	1,000.00
Trf	Silurian Security – Mumbles Fest	2,817.48
Trf	Commercial Marquee Hire – Mumbles Fest	1,926.80
Trf	Yahkeyda – MF Food Vouchers	71.50
Trf	Gower Pizza - MF Food Vouchers	265.00
Trf	Chris Smith – Schools Comp Designs	210.00
DD	Apogee - Photocopying	130.84
SO	Clerk – Salary June 2019	1,464.28
SO	RFO – Salary June 2019	634.60
SO	Chris Smith – IT Consultant	50.00
Trf	Heatwave Marketing – MF Vouchers for Scouts	30.00
Trf	Ray’s Authentic Thai – MF Food Vouchers	55.00
Trf	Heatwave Marketing – MF Children’s Activities	66.04
	<b>Total</b>	<b>15,942.68</b>

#### **307.07 Barclaycard Purchases**

**£**

Kingsbridge Print – Mumbles Fest A4 Leaflets	25.00
CCS – Skatepark Pre App Fee	450.00
Kingsbridge Print – Mumbles Fest Banners and Leaflets	433.00
Catalyst2 Services - Website Hosting	15.59
Partyrama – Mumbles Fest Balloons	22.93
Microsoft – Online Services	22.56
Microsoft – Online Services	95.76
Amazon – Mumbles Fest Lanyards	56.10
Total Sound Solutions – Mumbles Fest Stage, Sound, Tables and Chairs	3,874.80
Expocart -	920.40
<b>Total</b>	<b>5,916.14</b>

#### **308.07 Income**

**£**

Penguin Recruitment – reimbursement of additional costs	1,099.20
Mumbles Fest Income	5,726.40

**Total**

**6,825.60**

**309.07 Bank Balances at 05/07/2019**

	<b>£</b>
Current Account	40,737.05
Deposit Account	315,389.20
<b>Total</b>	<b>356,126.25</b>

**310.07 Newton Parents Association Grant**

Minute 214.05 of the Council meeting held on 14 May 2019 recorded the grant awarded to Newton Parents Association as £4,000 instead of the agreed grant of £4,800.

**RESOLVED** that the grant awarded to Newton Parents Association was £4,800.

**Recommendations from the Chair of the Economic Well-Being Committee**

**311.07 Appointment of Co-opted Members to Planning Sub-Committee**

It was noted that the minimum number of members for a sub-committee to function was 4 and if less than 4 had put themselves forward then the functions of the sub-committee would be undertaken by the main committee. Any co-opted members would not have voting rights so would not be counted towards the quorum for the sub-committee.

Various options were discussed for dealing with planning applications.

**RESOLVED** that the role of the Planning Sub-Committee be subsumed into the Economic Well-Being Committee and members of the Economic Well-Being Committee meet at 6.30pm prior to the monthly Well-Being Committee meeting to review the list of planning applications and make recommendations to Council

Councillors Richard Jarvis and Rebecca Singh joined the meeting at 7pm  
Councillor Rebecca Fogarty left the meeting at 7pm

## **Recommendations from the Chair of the Cultural Well-Being Committee**

### **312.07 Mumbles Fest 2019**

**RESOLVED** that the Cultural Well-Being Committee be given delegated powers to make all necessary arrangements for Mumbles Fest 2020 with a budget of £17,000 being offset by any underspend on Mumbles Fest 2019.

Councillor Rebecca Fogarty re-joined the meeting at 7.05pm

### **313.07 Maryland Twinning**

The arrangements for the visit of representatives of Havre de Grace in September 2019 for the signing of the Twinning Charter were outlined as well as the options for the production of the Twinning Charter.

**RESOLVED** that

- 1) A Vellum Twinning Charter is commissioned at a cost of £1,500 to be met from the Twinning budget and Havre de Grace be asked if they also want a Vellum Charter for which they would meet the costs. Alternatively, a gilded copy of the Charter could be provided for Havre de Grace at a cost of £250 to £300.
- 2) The Twinning budget be increased by £500 from the budget contingency to meet the additional cost of the Vellum Charter.
- 3) The Twinning Sub-Committee to agree the arrangements for the activities on 7 September 2019 when Mumbles Community Council will host the delegation from Havre de Grace.

## **Recommendations from the Chair of the Joint Enabling Committee**

### **314.07 Update on Tender Document for Multimedia Consultant**

**RESOLVED** that the Joint Enabling Committee is given delegated authority to shortlist, interview and appoint the Multimedia Consultant.

### **315.07 Marketing Plan for the Near and Medium Term**

**RESOLVED** that £1,500 be allocated from the Marketing budget to purchase the following equipment for use as part of future public consultation and engagement exercises

- 3m x 3m Gazebo with printed MCC logo
- 2 x Sail Banners with printed MCC logo
- 1.5m table to display brochures, information, etc.
- Large printed Mumbles Community Council sign

MCC plaques to place on items installed in the community

### **316.07 Proposed Increase in hours for Marketing and Event Planner**

**RESOLVED** that the budget for the Marketing and Event Planner be increased from £3,600 to £5,000 funded from the budget contingency subject to the hours worked being monitored throughout the year and the position being reviewed as part of the budget process for 2020/21.

### **317.07 Mumbles in Bloom Photography Funding**

**Resolved** that funding of £150 for a photographer for Mumbles in Bloom 2019 be allocated from the agreed Mumbles in Bloom budget.

### **318.07 Outturn 2018/19**

It was noted that the outturn for 2018/19 showed an underspend of £290,560 against the approved budget of £573,613 and that the Annual Accounts for 2018/19 approved earlier on the agenda showed a General Fund Balance of £288,923 held by the Community Council

**Resolved** that the following Earmarked Reserves be set up from the Council's General Fund Balance of £288,923 in 2018/19 with the balance of £39,868 being held as a General Reserve.

<b>Reserve</b>	<b>Amount £</b>
Skatepark	134,000
Langland Tennis Courts	37,500
Underhill Park Play Area Surface	25,000
Parking Warden	24,615
Civic Amenities	10,516
Underhill Park Play Area Contribution	5,000
Bicycle Rack	3,324
Banner Display Stand	3,000
Commercial and Residential Painting Grants	2,500
St David's Day Event and Dragon Parade	2,000
Schools Competition	1,000
Environmental and Natural History Activities	600
<b>Total</b>	<b>249,055</b>

### **319.07 Authorised Signatories**

**Resolved** that Councillors Carrie Townsend Jones, Gareth Ford, Carwyn Thomas, Pamela Erasmus and Sara Keeton be the authorised signatories for the bank account for 2018/19

### **320.07 Questions to Chair of Joint Enabling Committee**

The Chair was asked whether the consideration of finance related issues previously considered by the Finance and General Purposes Committee had been included in the Terms of Reference of the Joint Enabling Committee.

**AGREED** that the Chair of the Joint Enabling Committee would review the Committee's terms of reference and add consideration of finance issues if not already included.

### **321.07 Proposal from Cllr Will Thomas to establish a Langland Tennis Working Group**

It was noted that at the meeting of the Community and Social Well-Being Committee held on 26 June 2019 had agreed that due to only 3 Councillors expressing an interest in serving on the Langland Tennis Working Group that the role of the Working Group would be undertaken by the Community and Social Well-Being Committee.

The Chair of the Community and Social Well-Being Committee would take advice from the Clerk as to whether this decision could be re-visited.

**Resolved** that any Councillor wishes to serve on the Langland Tennis Working Group should give their names to the Chair of the Community and Social Well-Being Committee in advance on the next meeting on 24 July 2019 for consideration of the establishment of a Langland Tennis Working Group subject to the advice obtained from the Clerk.

**Meeting Closed at 7.59pm**