

**MINUTES** of the **ANNUAL MEETING** of Mumbles Community Council held on Tuesday 14 May 2013 at 6.45pm in the Council Offices, Walters Crescent, Mumbles

**THESE MINUTES ARE AS YET UNCONFIRMED**

**1.5.13** Councillors: B. Arthur, J. Beach, V. Bevan, P. Birch, A. Colburn, J. Cooper, D. Dorsett, T. Duffy, P. Erasmus, M. Jones, G. Kaminaris, H. Mitchell, E. Morgan, I. Rees, R. Speht, T. Scales, M Thomas & L. Tyler-Lloyd

**2.5.13 TO RECEIVE DISCLOSURES OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE PROVISIONS OF THE CODE OF CONDUCT ADOPTED BY THIS COUNCIL ON 8<sup>TH</sup> APRIL 2008 .**

None

**3.5.13 Election of Chairman**

Cllrs Pam Erasmus and Helen Mitchell were nominated for this position.

A secret ballot was held and Cllr Mitchell was elected Chairman.

**4.5.13** Cllr Mitchell signed the Declaration of Office and took over the Chairmanship.

**5.5.13 Election of Vice-Chairman**

Cllrs John Beach and Pam Erasmus were nominated for this position.

A secret ballot was held and Cllr Beach was elected vice-Chairman.

**Election of MCC Representatives for the following organisations:**

**6.5.13** Oystermouth Historical Society – Cllr John Cooper

**7.5.13** Ostreme Management Committee –Cllr Peggy Jones

**8.5.13** West Cross Community Association –Cllrs Pam Erasmus & Helen Mitchell

**9.5.13** Mumbles Development Trust – Cllrs Tony Colburn & Ian Rees

**10.5.13** One Voice Wales – (One of) Cllrs John Beach, John Cooper, Tony Colburn & Pam Erasmus

**11.5.13** Town/Community Council's Forum – Chairman, Cllrs Tony Colburn, John Cooper & Pam Erasmus

### **12.5.13 Appointment of Committees**

The clerk reported that most councillors had responded. All committees have sufficient numbers.

**AGREED** to give the clerk plenary powers to appoint remaining councillors onto committees of their choice.

### **13.5.13 Chairman's Report 2012/13**

A copy of the report was circulated before the meeting.

### **14.5.13 Report on Attendance at Meetings**

Clerk circulated details of attendance of the monthly meeting of Council. He explained that he could do the same for Committees, but it would be time-consuming.

**AGREED** that in future. Chairman of Committees will keep records of attendance.

### **15.5.13 Cash Payments/Expenses Claims**

*The following motion was proposed by Cllr John Cooper and Seconded by Cllr Pam Erasmus:*

**PROPOSE** that

1. MCC no longer allow the RFO to make cash payments of any value, or reimburse councillors for any cash payments of any value made by them, unless supported by a receipt, signed, dated and marked paid by the recipient of the cash.
2. Any councillor's claim for direct expenses, i.e. petrol or subsistence is to be accompanied by sufficient details for the proper identification of the purpose of the amount, and then approved by Council before reimbursement is made.

**RESOLVED** that discussion of the proposal be postponed until the conclusion of the meeting and report of the internal auditor

### **16.5.13 Standing Orders Task Group**

*The following motion was proposed by Cllr Pam Erasmus and Seconded by Cllr John Cooper:*

**PROPOSE** that at this Annual Meeting a task & finish group be set up to review Standing Orders. This group will report by 31 October 2013 ready for the November meeting of Full Council.

**PASSED** The resolution was passed with the Chairman, the Clerk and Cllrs

Colburn & Dorsett to be members of the group.

### **17.5.13 Sub-Committees, Working Parties and Task & Finish Groups**

**PROPOSE** that Standing Order 42 be amended as follows:

“42. Sub-Committees, Working Parties and Task & Finish Groups

- (a) Every committee may appoint a sub-committee, working party or task & finish group for the purposes to be specified by the committee.
- (b) At the first committee meeting following the Annual Meeting, all sub-committees, working parties and task & finish groups shall be re-appointed and the Clerk advised of the membership of each new group.
- (c) All councillors shall be notified of the meetings of these groups.”

*Motion Proposed by Cllr Pam Erasmus and Seconded by Cllr John Cooper*

Following standing Order 71 the resolution, stood adjourned without discussion to the next ordinary meeting of the Council.

### **18.5.13 Meetings with Outside Bodies**

**PROPOSE** that an additional Standing Order be inserted between standing order number 59 and no 60. Text as follows:

“Meetings with Outside Bodies

- (a) No councillor will represent MCC on more than one outside body.
- (b) If a MCC Councillor who is also a City Councillor is able to have a seat on an outside body e.g. the Town and Community Council Forum as a C&CS representative they will not be eligible to be appointed as a MCC representative
- (c) The Clerk will give an account to full Council, in the ‘Clerk’s Report’, of all meetings he has attended with outside firms or bodies where he has represented the Council or stood in lieu of a Councillor
- (d) A full report of any meeting with outside bodies will be distributed with the Agenda Pack for the meeting and an item be added to the Agenda to allow questions to the author of the report.”

*Motion Proposed by Cllr Pam Erasmus and Seconded by Cllr John Cooper*

Following standing Order 71 the resolution, stood adjourned without discussion to the next ordinary meeting of the Council.

### **19.5.13 Report of the Honours Working Group**

**RESOLVED** to award the Honour of Mumbles to Mr Robin Bonham