

# Minutes of the Special Meeting

---

29 January 2018

MINUTES of the SPECIAL MEETING of MUMBLES COMMUNITY COUNCIL held in the Council Office, Walters Crescent, Mumbles on Monday 29 January 2018.

**Present:**

**S.006 Councillors(s)**

**.18**  
Tim Bull  
Pam Erasmus  
Adam Gilbert  
Mathew Gilbert  
Mike Griffiths  
Sara Keeton  
Myles Langstone  
Rob Marshall  
Helen Mitchell

**Councillors(s)**

Philip Reason  
Ian Scott  
Kate Smith  
Matthew Smith  
Carwyn Thomas  
William Thomas  
Carrie Townsend Jones  
Linda Tyler-Lloyd

**S.007 In attendance:**

Steve Heydon (Clerk)

**S.008 Apologies for Absence**

Cllr: Gareth Ford

**S.009 Declarations of Interest**

**Cllr William Thomas** declare a personal and prejudicial interest in the amount allocated to the Underhill project as his is a member of MCA.

**S.010 Budget Proposal for Traffic Warden (HW16)**

When this item was discussed a named vote was called for:

**FOR** – Cllrs: Tim Bull, Pam Erasmus, Adam Gilbert, Matthew Gilbert, Mike Griffiths, Sara Keeton, Rob Marshall, Helen Mitchell, Philip Reason, Carwyn Thomas, Carrie Townsend Jones & Linda Tyler Lloyd

**AGAINST** – Cllrs: Myles Langstone, Ian Scott, Kate Smith, Matthew Smith & William Thomas.

**RESOLVED** to include the item in the final budget.

**5.011** Cllrs Matthew Gilbert & Mike Griffiths left the meeting room

**S.012 Approval of the Budget**

A named vote was called for:

**FOR** – Cllrs: Tim Bull, Pam Erasmus, Adam Gilbert, Sara Keeton, Rob Marshall, Helen Mitchell, Philip Reason, Carwyn Thomas, Carrie Townsend Jones & Linda Tyler Lloyd

**AGAINST** – Cllrs: Myles Langstone, Ian Scott, Kate Smith, Matthew Smith, William Thomas & Linda Tyler Lloyd

**RESOLVED** to approve a budget of £573,613 (see appendix 1)

**S.013 Authorisation of the RFO to make certain orders/payments without further reference to Council**

**RESOLVED** that RFO authorised to make the following orders/payments without further reference to council subject to the budget not being exceeded (see appendix 2)

**S.014 Approval of the Precept**

A named vote was called for:

**FOR** – Cllrs: Tim Bull, Pam Erasmus, Adam Gilbert, Sara Keeton, Rob Marshall, Helen Mitchell, Philip Reason, Carwyn Thomas, Carrie Townsend Jones & Linda Tyler Lloyd

**AGAINST** – Cllrs: Myles Langstone, Ian Scott, Kate Smith, Matthew Smith, William Thomas & Linda Tyler Lloyd

**RESOLVED** to approve a precept of £531,914 (see appendix 3)

# APPENDIX 1

## Mumbles Community Council - Budget 2018/19

Code	Items	Amount
<b>Office Costs</b>		
OC1	<i>Rent</i>	£6,038
OC2	<i>Broadband, Fax &amp; Telephone</i>	£809
OC3	<i>Rates</i>	£1,301
OC4	<i>Electricity</i>	£525
OC5	<i>Stationary, cleaning materials etc</i>	£525
OC6	<i>Postage</i>	£630
OC7	<i>Photographs/Photocopying</i>	£210
OC8	<i>Office Cleaner</i>	£819
	<b>Total</b>	<b><u>£10,856</u></b>
<b>Payroll</b>		
PR1	<i>Salary</i>	£12,779
PR2	<i>Pension Payments</i>	£148
PR3	<i>National Insurance</i>	£1,982
PR4	<i>Accountants Fees (Payroll)</i>	£168
	<b>Total</b>	<b><u>£15,077</u></b>
<b>General Fund</b>		
GN1	<i>Insurance</i>	£1,339
GN2	<i>Subscriptions</i>	£263

<b>GN3</b>	<i>Audit Fee</i>	£840
<b>GN4</b>	<i>One Voice Wales</i>	£2,625
<b>GN5</b>	<i>Storage</i>	£750
<b>GN6</b>	<i>Elections</i>	£11,412
<b>CN7</b>	<i>Royal Mail Reply Service</i>	£105
<b>GN8</b>	<i>Office 365</i>	£101
<b>GN9</b>	<i>Rental for Parish Online Maps</i>	£263
<b>GN10</b>	<i>Chairman's Expenses</i>	£300
	<b>Total</b>	<b><u>£17,997</u></b>

### ***F&GP Committee***

<b>FG1</b>	<i>Grants</i>	£40,000
<b>FG2</b>	<i>Underhill (MCA)</i>	£150,000
	<b>Total</b>	<b><u>£190,000</u></b>

### ***Development***

<b>DV1</b>	<i>Civic Amenities - Street Furniture</i>	£10,000
<b>DV2</b>	<i>Skateboard Park (Inc. Youth Shelter)</i>	£16,000
<b>DV3</b>	<i>Youth Club</i>	£3,500
<b>DV4</b>	<i>Fountain/Bottle Filler</i>	£2,217
<b>DV5</b>	<i>Underhill Playground</i>	£5,000
<b>DV6</b>	<i>Langland Tennis Courts (Inc. Toilets)</i>	£40,000
<b>DV7</b>	<i>MUGA - Fairwood Park</i>	£21,045
<b>DV8</b>	<i>Yalton Park - Resurface Pathway</i>	£15,144
<b>DV9</b>	<i>Bicycle Rack - Oystermouth</i>	£3,324
<b>D10</b>	<i>Shop Painting &amp; Scaffolding</i>	£5,000
<b>DV11</b>	<i>Bowls Club Green</i>	£3,500
<b>DV12</b>	<i>MCC Notice Boards (x3)</i>	£590
<b>DV13</b>	<i>New Information Boards</i>	£2,196
<b>DV14</b>	<i>Football nets at Highmead</i>	£1,044
<b>DV15</b>	<i>Picket Mead Path</i>	£20,000

**Total** **£148,560**

***Highways***

<b>HW1</b>	Floral Decorations	£8,504
<b>HW2</b>	Wildflowers	£280
<b>HW3</b>	Jubilee Garden	£100
<b>HW4</b>	Flowerbed, Walters Crescent	£100
<b>HW5</b>	Mumbles in Bloom - Contestant	£90
<b>HW6</b>	Mumbles in Bloom - Competition	£1,010
<b>HW7</b>	Christmas Motifs	£5,400
<b>HW8</b>	Existing Christmas Trees (3)	£6,440
<b>HW9</b>	Inspection of Southend Tree	£520
<b>HW10</b>	Llwynderw School Safety Measures	£7,000
<b>HW11</b>	Road Safety	£10,000
<b>HW12</b>	Cleansing - General - 2 hours per day	£7,042
<b>HW13</b>	Cleansing - Dog Poo - 2 hours per day	£7,042
<b>HW14</b>	Cleaning - Additional summer cleaning	£3,000
<b>HW15</b>	Cleansing - Winter Opening Southend Toilet	£4,000
<b>HW16</b>	Traffic Warden	£24,615
	<b>Total</b>	<b>£85,143</b>

***MME Committee***

<b>ME1</b>	Multimedia Consultant	£1,198
<b>ME2</b>	Website, email, Media management	£2,800
<b>ME3</b>	Website and Email hosting and domain name	£1,249
<b>ME4</b>	Marketing/Publicity leaflets and posters	£2,128
<b>ME5</b>	Newsletter printing	£2,226
<b>ME6</b>	Newsletter Distribution	£1,000
<b>ME7</b>	Publicity Banners	£1,200
<b>ME8</b>	Banner Display Stand	£3,000
<b>ME9</b>	Football Festival	£500
<b>ME10</b>	Event Planning & Organisation	£1,600

<b>ME11</b>	Oystermouth Castle White Lady Festival	£17,333
<b>ME12</b>	Mumbles Cricket Festival	£1,000
<b>ME13</b>	Twinning Event	£500
<b>ME14</b>	Mumboules and Crazy Golf Competition	£500
<b>ME15</b>	Oyster Festival	£5,000
<b>ME16</b>	Christmas Event	£1,000
<b>ME17</b>	Community Party	£1,000
<b>ME18</b>	Schools Competition	£1,000
<b>ME19</b>	St David's Day Event	£1,000
<b>ME20</b>	Dragon Parade	£1,000
<b>ME21</b>	Environmental/Natural History activities	£600
	<b>Total</b>	<b><u>£46,834</u></b>

### ***Community Plan***

<b>CP1</b>	<i>Community (Inc. Parking) Plan</i>	£5,000
<b>CP2</b>	<i>Training course and associated costs</i>	£2,000
	<b><i>Total</i></b>	<b><u>£7,000</u></b>

***Budget Sub-Total*** **£521,466**

**CRE** ***Contingency Reserve*** **£52,147**

***Budget Total*** **£573,613**

## APPENDIX 2

### Mumbles Community Council Budget 2018/19 – Pre-approved

Code	Items	Amount	RFO Authorised *
<b>Office Costs</b>			
OC1	<i>Rent</i>	£6,038	✓
OC2	<i>Broadband, Fax &amp; Telephone</i>	£809	✓
OC3	<i>Rates</i>	£1,301	✓
OC4	<i>Electricity</i>	£525	✓
OC5	<i>Stationary, cleaning materials etc</i>	£525	✓
OC6	<i>Postage</i>	£630	✓
OC7	<i>Photographs/Photocopying</i>	£210	✓
OC8	<i>Office Cleaner</i>	£819	✓
<b>Payroll</b>			
PR1	<i>Salary</i>	£12,779	✓
PR2	<i>Pension Payments</i>	£148	✓
PR3	<i>National Insurance</i>	£1,982	✓
PR4	<i>Accountants Fees (Payroll)</i>	£168	✓
<b>General Fund</b>			
GN1	<i>Insurance</i>	£1,339	✓
GN2	<i>Subscriptions</i>	£263	✓

<b>GN3</b>	<i>Audit Fee</i>	£840	✓
<b>GN4</b>	<i>One Voice Wales</i>	£2,625	✓
<b>GN5</b>	<i>Storage</i>	£750	✓
<b>GN6</b>	<i>Elections</i>	£11,412	✓
<b>CN7</b>	<i>Royal Mail Reply Service</i>	£105	✓
<b>GN8</b>	<i>Office 365</i>	£101	✓
<b>GN9</b>	<i>Rental for Parish Online Maps</i>	£263	✓
<b>GN10</b>	<i>Chairman's Expenses</i>	£300	✓

### ***Highways***

<b>HW1</b>	Floral Decorations	£8,504	✓
<b>HW2</b>	Wildflowers	£280	✓
<b>HW5</b>	Mumbles in Bloom - Contestant	£90	✓
<b>HW7</b>	Christmas Motifs	£5,400	✓
<b>HW8</b>	Existing Christmas Trees (3)	£6,440	✓
<b>HW9</b>	Inspection of Southend Tree	£520	✓
<b>HW12</b>	Cleansing - General - 2 hours per day	£7,042	✓
<b>HW13</b>	Cleansing - Dog Poo - 2 hours per day	£7,042	✓
<b>HW15</b>	Cleansing - Winter Opening Southend Toilet	£4,000	✓
<b>HW16</b>	Traffic Warden	£24,615	✓

### ***MME Committee***

<b>ME1</b>	Multimedia Consultant	£1,198	✓
<b>ME2</b>	Website, email, Media management	£2,800	✓
<b>ME3</b>	Website and Email hosting and domain n	£1,249	✓
<b>ME4</b>	Marketing/Publicity leaflets and posters	£2,128	✓
<b>ME7</b>	Publicity Banners	£1,200	✓

### ***Community Plan***



<b>CP1</b>	<i>Community (Inc. Parking) Plan</i>	£5,000	✓
<b>CP2</b>	<i>Training course and associated costs</i>	£2,000	✓

*\*On items marked ✓ that RFO authorised to make orders/payments without further reference to council subject to the budget not being exceeded*

## APPENDIX 3

### PRECEPT CALCULATION

#### Bank Balances 31 December 2017

Current Account

Deposit Account

#### Estimated Income 1 January to 31 March 2018

Bank Interest

VAT Claim

Less Unpresented Cheques

**Total Estimated Income plus bank balances**

**Estimated Expenditure 1 January to 31 March 2018**

**Estimated Balance at 31 March 2018**

**Total Budget 2018/2019**

**Precept for 2018/2019**

**Annual Band D Payment**

	-	
£64,514		
£85,267		
	<b>£149,781</b>	
	-	
£12		
£12,837		
	<b>£12,849</b>	
	-	
	<b>£5,741</b>	
		<b>£156,889</b>
	<b>£115,190</b>	
		<b>£41,699</b>
		<b>£573,613</b>
		<b>£531,914</b>
		<b>£54.87</b>