



**Mumbles**  
Community Council

**AGENDA PACK**  
**MEETING OF FULL COUNCIL**  
**10 MARCH 2020**

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# AGENDA – FULL COUNCIL 10 MARCH 2020

**1 - Apologies for Absence**

**2 - Declarations of Interest**

**3 - Minutes of the Monthly Meeting held on 11 February 2020**

To confirm as a correct record the minutes of the Monthly Meeting held on 11 February 2020.

**4 - Clerk's Report**

The report forms part of the digital agenda pack and comprises of the following item(s): (1) Casual Vacancy (2) Letters Listing

*The report can be found in the appendices below.*

**5 - Chair's Report**

*The report can be found in the appendices below.*

**6 - Financial Report**

*The report can be found in the appendices below.*

**7 - Notice of Motion - Langland Tennis Courts – proposed by Cllr Pamela Erasmus**

That Mumbles Community Council enters into a wide-ranging public consultation over the use of the Tennis Courts at Langland in particular the use of Court 3. The information gathered from the consultation exercise would be used, among other things in any future grant applications.

**8 - Notice of Motion - Underhill Park Project Proposal – proposed by Cllrs Martin O'Neill and Will Thomas**

Mumbles Community Council engage a structural engineer to assess the cost of the structural element and foundations of the project being proposed to deliver the refurbished pavilion and community hub at Underhill Park. The cost of employing the structural engineer is up to £7,500 to be met from the Contingency available in 2019/20. MCA will be required to provide 3 quotes for the structural engineer.

**9 - Recommendations by the Community & Social Well-being Committee**

**a - Underhill Park – Grant Terms and Legal Contract**

A legal contract is a requirement of the Wales Audit Office

**RECOMMENDED** that we instruct our solicitor to draw up a contract

**b - Skatepark Banner**

Supporters of the Skatepark have asked if MCC would pay for a fundraising banner

**RECOMMEND** that we instruct purchase of 2 sail banners at a cost of £160

**c - Grant Application from the Front Room Café**

Grant requested towards the cost of revamping the frontage of the café.

**RECOMMEND** that

- 1) A grant of £1,000 be made subject to the sight of 3 quotations.
- 2) A tranche of £5,000 be ring fenced within the general grants fund for 2020/21 to cover similar requests in order to safeguard our heritage, character and appearance of the village.

*The grant application can be found in the appendices below*

**10 - Recommendations by the Environmental Well-being Committee**

**a - Bins**

**RECOMMEND** that the outstanding sum of £8,325 in the Environmental Civic Amenities budget should be used to purchase

- 1) A sign for the newly installed bottle filler at the rear of Oystermouth Toilets
- 2) Coffee cup and other bins
- 3) Water fountains

**b - Budget Monitoring Report**

**RECOMMEND** that the following virements be made

£100 from EV4 Jubilee Garden to EV8 Cleansing  
£180 from EV1 Civic Amenities to EV8 Cleansing

**11 - Questions to the Chair of the Environmental Well-being Committee**

**12 - Recommendations by the Joint Enabling Committee**

**a - Training Date for Community Plan Workshop, Asset Transfer and Other Training Dates**

**RECOMMENDED** that

- 1) The Community Asset Transfer training provided by One Voice Wales takes place on 07/04/2020 at 6.30pm
- 2) The Place Plan training provided by Planning Aid Wales take place on 28/04/2020 at 5.30pm
- 3) The Team Working and Constructive Debating training provided by Alain Thomas takes place on 11/05/2020 at 6.00pm
- 4) The Community Plan Workshop provided by Alain Thomas takes place later in the year on a date to be agreed.

**b - Living Wage**

**RECOMMENDED** that Mumbles Community Council applies to become an accredited Living Wage Employer

**c - Newsletter Timetable**

**RECOMMENDED** that the next Newsletter is prepared and ready for printing by 31/03/2020 and that the Marketing, Editorial and Event Planner contact each Committee Chair to discuss the content of the Newsletter.

**d - Updated Financial Regulations**

**RECOMMENDED** that the updated Financial Regulations based on the new model published by One Voice Wales are approved and adopted by the Council.

*The update Financial Regulations can be found in the appendices below*

**e - Reserves Policy**

**RECOMMENDED** that the Reserves Policy written by the RFO is approved and adopted by the Council with any shortfall in the level of General Reserves being made up from any underspend at the end of the 2019/20 financial year.

*The Reserves Policy can be found in the appendices below*

**13 - Questions to the Chair of the Joint Enabling Committee**

**14 - Recommendations from the Cultural Well-Being Committee**

**a - Community Parties**

**RECOMMENDED** that the funding available for Oystermouth party be used to arrange a number of Drop In events for members of the community such as the homeless, foodbank users and the lonely. Delegated powers be given to the Cultural Well-Being Committee to make the arrangements for the Drop In events up to the approved budget of £500.

**15 - Questions to the Chair of the Cultural Well-Being Committee**

**16 - Recommendations from the Economic Well-Being Committee**

**a - Minutes of Planning Sub-Committee 07/01/2020**

**RECOMMENDED** that due to the dates of the meetings, the Planning Sub-Committee be allowed to report its recommendations direct to Council rather than to the Economic Well-Being Committee first as this will cause a delay in the actioning of the Sub-Committee's recommendations

**b - Recommendations from Premises Sub-Committee 04/02/2020**

**RECOMMENDED** that

**1) Ostreme Centre** - an amount of up to £5,000 be set aside from the Ostreme Centre Development Costs budget in 2020/21 for initial work on the building in consultation with the OCA. A review of the initial survey of the Centre and the Schedule of Conditions to be undertaken to identify any safety, maintenance and cosmetic issues requiring immediate attention.

**2) Mumbles Community Council Office** - a request be made to the OCA for a 6-month extension to the current agreement.

**3) Public Toilets** - a one-off 'deep clean' of the toilets be carried out prior to Easter 2020 on all toilets in the Mumbles Community Council area and be paid for by the Community Council.

**c - Minutes of Planning Sub-Committee 12/02/2020**

**RECOMMENDED** that

1) **Land at Picketmead** - Mumbles Community Council objects to this planning application on the following grounds and that if the Swansea Council Planning Committee meeting is to be held prior to the next Council meeting, the objection be sent to Swansea Council noting that approval by full Council has not yet been given.

- The proposed development by virtue of its height, scale and design fails to preserve or enhance the character and appearance of the Newton Conservation Area
- The proposed development by virtue of its height, scale and design is overbearing and detrimental to the residential amenities of adjoining properties.
- The revised plans do not reduce the overall height of the proposed houses, the ridge has been marginally lowered by 19mm but the chimney is unchanged.
- The revised plans do not maintain the vista of Picketmead as the roof lights facing onto Picketmead are out of character at a height of over 8.5m
- There is an unacceptable continuous ridge line which does not enhance the vista of Picketmead
- All submitted plans are over 5m which has previously been rejected.
- Access to the site is via a privately maintained unmade track over common land.

2) **Planning Applications for January 2020** that the decisions shown in Appendix 1 be agreed

*The decisions can be found in the appendices below.*

**d - Negotiation of Leases**

**RECOMMENDED** that the proposal that the Premises Sub-Committee should negotiate all leases on behalf of Mumbles Community Council such as Langland Tennis and the Bowls Green and Pavilion as outlined in the Sub-Committee's terms of reference be discussed at the next meeting of full Council.

**17 - Questions to the Chair of the Economic Well-Being Committee**

**18 - Report(s) by Councillors Representing MCC**

**19 - Recommendation from Personnel Committee 10/02/2020**

**a - RECOMMENDED** that the Clerk receive an increment from  
01/04/2020

**20 - Confidential Items**

# MINUTES OF THE COUNCIL MEETING HELD ON 11 FEBRUARY 2020

MINUTES of the MONTHLY MEETING of MUMBLES COMMUNITY COUNCIL held in the Main Hall, Ostreme Centre, Mumbles on Tuesday 11 February 2020

## **Present:**

### **030.02 Councillors(s) .2020**

Pam Erasmus  
Adam Gilbert  
Richard Jarvis  
Sara Keeton  
Rob Marshall  
Martin O'Neil

### **Councillors(s)**

Ian Scott  
Carwyn Thomas  
Will Thomas  
Carrie Townsend Jones  
Linda Tyler-Lloyd

### **031.02 In attendance:**

Steve Heydon (Clerk)

### **032.02 Apologies for Absence**

**Councillors:** Tim Bull, Rebecca Fogarty, Gareth Ford, Myles Langstone,  
Philip Reason & Rebecca Singh

### **033.02 Declarations of Interest**

**Cllr Ian Scott** declared a personal interest in item 062.02 as he opposed the development.

**Cllr Will Thomas** declared a personal interest in item 062.02 as he opposed the development.

**Cllr Will Thomas** declared a personal & prejudicial interest in item 059.02 as he is vice chair of Friends of Mumbles Parks and left the meeting when the item was discussed.

**034.02** The meeting was adjourned to allow a presentation from Helen Nelson on the Well-being of Future Generations Act and its impact on Town/Community Councils

### **035.02 Clerk' Report**

The Clerk's Report was circulated with the agenda pack.

**RESOLVED** that this be noted.

### **036.02 Chair's Report**

The Chair's Report was circulated with the agenda pack.

**RESOLVED** that this be noted.

### **Finance Report**

<b>Cheque Payments for Approval</b>			<b>£</b>	<b>£</b>	<b>£</b>
<b>037.02</b>	4138	Sketty Scout Group – Mumbles Fest Volunteers	500.00	0.00	500.00
<b>038.02</b>	4139	Jack Smith – Install Noticeboard	190.00	0.00	190.00
<b>039.02</b>	4140	Complete Self Storage – Feb 2020	116.67	23.33	140.00
<b>040.02</b>	4141	Signs Scott Ltd - Noticeboard	730.00	146.00	876.00
<b>041.02</b>	4142	OCA – Hall Hire 14/01/2020	56.00	0.00	56.00
<b>042.02</b>	4143	Alain Thomas Consultancy – Evaluation Jan 2020	749.00	0.00	749.00
<b>043.02</b>	4144	HMRC – Payroll Deductions Mth 10	529.01	0.00	529.01
<b>044.02</b>	4145	Phillips Services (Wales) Ltd – Xmas Lights	13,501.00	2,700.20	16,201.20
<b>045.02</b>	4146	Badgemaster Ltd – Name Badges	12.05	2.41	14.46
<b>046.02</b>	4147	Mike Cole Signwriter – Honours Board	40.00	0.00	40.00
<b>047.02</b>	4148	Steve Heydon -Keys and Paper	65.66	0.00	65.66
<b>048.02</b>	4149	Virgin Media – Phone & Broadband Feb 2020	72.05	14.41	86.46
<b>049.02</b>	4150	kPa Consulting – Crack Monitoring	128.25	25.65	153.90
<b>Total</b>			<b>16,689.69</b>	<b>2,912.00</b>	<b>19,601.69</b>

### **050.02 Non-Cheque Payments for approval**

**£**

Trf	Heatwave Marketing Dec 2019	460.00
DD	Barclaycard – see below	93.48
DD	BT Group	552.54
SO	Clerk – Salary Jan 2020	1,488.16

	SO	RFO – Salary Jan 2020	653.95
	SO	Ostreme Community Association – Rent Feb 2020	800.00
		<b>Total</b>	<b>3,510.89</b>
<b>051.02</b>		<b>Barclaycard Purchases</b>	<b>£</b>
		iTunes – iPad additional storage	0.79
		Catalyst2 Services – Website Hosting	15.59
		Microsoft – Online Services	22.56
		Microsoft – Online Services	100.32
		Giff Gaff – RFO Mobile Phone	6.00
		<b>Total</b>	<b>355.26</b>
<b>052.02</b>		<b>Income</b>	<b>£</b>
		Mumbles Bowls Club – Green Maintenance Refund	536.80
		<b>Total</b>	<b>536.80</b>
<b>053.02</b>		<b>Bank Balances at 04/02/2020</b>	<b>£</b>
		Current Account	13,820.85
		Savings Account	570,501.72
		<b>Total</b>	<b>584,322.57</b>

### **Personnel Committee**

#### **054.02 Environmental Engagement Officer:**

**RESOLVED** that:

- i. The job description and person specification be adopted

- ii. An interview panel consisting of the Chair of Personnel, the Chair of the Environmental Well-being Committee and Cllrs Adam Gilbert, Ian Scott and Linda Tyler-Lloyd be appointed.
- iii. The interview panel to shortlist, interview and make a formal recommendation to full council

### **Marketing, Editorial and Events Planner**

#### **055.02 Appointment**

**RESOLVED** that the job description and person specification, as amended as attached, be adopted:

PROPOSED that the position be advertised internally amongst the council's staff and contractors

A named vote was called for:

For: Cllrs: Adam Gilbert, Richard Jarvis, Rob Marshall, Ian Scott, Will Thomas, Carwyn Thomas & Linda Tyler-Lloyd

Against: Cllrs: Pam Erasmus, Sara Keeton & Carrie Townsend Jones

Abstentions: Cllr Martin O'Neill

The proposal was therefore **PASSED**

**RESOLVED** that:

- i. The Chair of Personnel should not sit on the interview panel
- ii. An interview panel consisting of the Cllr Pam Erasmus (Personnel), the Chair of the Joint Enabling Committee and Cllrs Richard Jarvis, Ian Scott and Linda Tyler-Lloyd be appointed.
- iii. The interview panel to shortlist, interview and make a formal recommendation to full council

#### **056.02 Explanatory Minute**

**RESOLVED** that the following explanatory minute be taken:

Mumbles Community Council understands it is within its rights to not follow One Voice Wales advice as it is not a legal requirement to follow an open recruitment process.

MCC has decided to follow a closed recruitment process in consideration of the fact that a fixed term contract for a similar role was taken out less than a year ago, Mumbles Community Council has therefore decided that this post should only be advertised to employees and contractors of MCC.

### **Recommendations by the Community & Social Well-being Committee**

#### **057.02 Langland Bay Tennis Courts**

At a recent site meeting Swansea Council pointed out that the slope of a disabled persons ramp needed to be modified. In order to ascertain the cost of this, test bore holes need to be made.

**RESOLVED** that MCC cover the cost of the test bore holes.

#### **058.02 Grant Application from Mumbles Rangers**

Application for a grant for equipment, including goal posts.

**RESOLVED** that a grant of £5,848.80 be made.

#### **059.02 Grant Request from Friends of Mumbles Parks**

Grant request for £3,912 to buy and install a Multi-Purpose Fitness Frame for Underhill Park

**RESOLVED** that no grant be made on the basis that no match funding was offered by the Friends.

#### **060.02 Installation of Bicycle Rack**

At present we have pre-paid £4436.62 for the shelter, rack, carriage and a bolt down and erection install price. However, the revised location offered by Swansea Council requires foundations to be installed to bolt the shelter to needing an additional £2,380.09.

**RESOLVED** that the bike rack be installed at a cost of £2,380.09

**061.02 RESOLVED** that standing orders be suspended to allow the meeting to continue beyond the two-hour mark.

### **Recommendations from the Planning Committee**

**062.02 2018/2634/FUL | Residential development (31 dwellings) with associated road infrastructure, drainage provision and landscaping (Amended plans received) Land Off Higher Lane Llangland Swansea**

**RESOLVED** that the Litchfield's Report, together with the response from developer Edenstone be sent to the relevant planning officer, asking that the issues raised by Litchfield's be addressed.

**RESOLVED** that MCC ask the Welsh Government to 'call-in' the application and that we write to all our AM's and MP requesting their support.

**063.02** The meeting was adjourned to allow a brief presentation from Alain Thomas, Consultant.

**064.02 Dealing with Low Level Complaints**

**RESOLVED** that a small number of representative councillors be appointed to a Local Resolution Panel to work with the Clerk, as necessary, to investigate and seek resolution to low level complaints under the Local Resolution Protocol. Members of the Panel to be selected at the next meeting.

**065.02 Social Media Policy**

**RESOLVED** that the Council Mr Alain Thomas to develop appropriate guidelines or policies for the use of social media by officers and councillors as part of the work he is doing for Council.

**Meeting closed at 8.25 pm**



# CLERK'S REPORT

## **1 - Casual Vacancy**

An election has been called for the vacancy and a date for the election will be provided by Swansea Council

## **2 - Correspondence received since last report to Council**

- Grant Request from Swansea Pipe Band
- Grant Request from Oystermouth Primary School

# CHAIR'S REPORT

## **Chair's Report March 2020**

There have been no events that I have attended in the last month.

The St David's Day Dragon Parade was a great success with a really good crowd attending despite the hailstorm just half an hour before it started. Thanks to all those councillors who came along and supported it and to Claire for organising and promoting it. The banners were really eye-catching and I'm sure they helped to bring people in.

Coming up are two events which I hope you will give your support to. Firstly on March 13<sup>th</sup> there will be the West Cross Community Party at the West Cross Community Centre and on March 24<sup>th</sup> we are holding a Climate Emergency Meeting here at the Ostreme Centre and we hope it will be the first in a series of events.

Thank you  
Carrie T Jones  
Chair, Mumbles Community Council

# FINANCIAL REPORT

## 1 - Wales Audit Office

The Auditor General for Wales has issued a Report in the Public Interest on Expenditure by Planning Consultants by Mumbles Community Council. Following the Special Meeting of Council held on 21/11/2019 a response was sent to the Wales Audit Office for approval. Comments have been received back and an abridged response sent to the Wales Audit Office for approval.

## 2 - Cheque Payments for Approval

		£	£	£
4153	CCS – Install Banner Stand	3,548.00	0.00	3,548.00
4154	AD Gas – Install Bottle Filler	1,421.11	284.22	1,705.33
4155	Complete Self Storage – March 2020	116.67	23.33	140.00
4156	Alain Thomas Consultancy – Evaluation Feb 2020	446.40	0.00	446.40
4157	Virgin Media – Phone and Broadband March 2020	71.75	14.35	86.10
4158	Came & Company – Insurance Renewal	1,697.89	0.00	1,697.89
4159	Picseli – Multimedia Consultant – Feb 2020	416.67	83.33	500.00
4159	Picseli – Multimedia Consultant – Mar 2020	416.67	83.33	500.00
4159	Picseli – Mumbles Fest and Dragon Parade Banners	260.00	52.00	312.00
4160	HMRC – Payroll Deductions Month 11	844.56	0.00	844.56
	<b>Total</b>	<b>9,239.72</b>	<b>540.56</b>	<b>9,780.28</b>

## 3 - Non-Cheque Payments for approval

		£
Trf	Jack Smith – Install Noticeboard	190.00
DD	NEST	384.44
Trf	Marshalls Street Furniture – Bike Rack	2,856.11
DD	Barclaycard – see below	145.26
SO	Clerk – Salary Feb 2020	1,488.36
SO	RFO – Salary Feb 2020	1,285.00

SO	Ostreme Community Association – Rent March 2020	800.00
Trf	Heatwave Marketing – January 2020	497.50
Trf	Heatwave Marketing – February 2020	1,139.52

**Total** **8,786.19**

<b>Barclaycard Purchases</b>	<b>£</b>
iTunes – iPad additional storage	0.79
Catalyst2 Services – Website Hosting	15.59
Microsoft – Online Services	22.56
Microsoft – Online Services	100.32
Giff Gaff – RFO Mobile Phone	6.00

**Total** **145.26**

<b>4- Income</b>	<b>£</b>
	0.00

**Total** **0.00**

<b>5 – Bank Balances at 04/03/2020</b>	<b>£</b>
Current Account	14,432.97
Savings Account	540,526.71

**Total** **554,959.68**

**6 - Arrangements for Year End**

Mumbles Community Council’s accounts are currently kept on a basis which means that only payments made on or before 31 March 2020 can be included in the 2019/20 Annual Accounts

This means that most invoices for 2019/20 received for payment up to 31 March 2020 can’t be paid until approval is given at the next Council meeting on 14 April 2020 and will not be included in the accounts for 2019/20.

To overcome this issue, it is **RECOMMENDED** that the RFO is given delegated power to pay any invoices received in March 2020 that relate to the 2019/20 financial year by 31 March 2020 and any payments made in this way are reported to Council on 14/04/2020.

# GRANT APPLICATION SWANSEA PIPE BAND

Q1 Name of Organisation: The City Of Swansea Pipe Band

Q2 Name and official position of person in your organisation to contact about this application: Richard Goodwin, Events & Promotions Manager

Q3 Contact Information:

Email Address [cityofswanseapipeband@gmail.com](mailto:cityofswanseapipeband@gmail.com)

Phone Number 07747484008

Q4 Alternative Contact Name and Position: Mike Kelly, Pipe Major

Q5 Alternative Contact Information:

Email Address [mkelly420@sky.com](mailto:mkelly420@sky.com)

Phone Number 07894252587

Q6 Name of project: support with new recruits

Q7 Amount of grant requested: any support would be great

Q8 What is the purpose of the project? (In not more than 150 words)

We are looking for support in purchasing instruments, training materials and uniforms for new members that join The City of Swansea Pipe Band. Providing smart uniforms for new members is a costly investment for the band; we rely on the band funds to maintain a good appearance. The cost of uniforms alone can cost £1500 for each member. Instruments, training materials could take it to approximately £2000 per member. We have recruited 6 new members over the 2019 period and envisage new members to join in 2020. A father and son applied to join us this month of January!

Q9 Start date of project: Date / Time 01/01/2020

Q10 End date of project: Date / Time 31/12/2020

Q11 Who will benefit from the project?

full band, new recruits and the public

Q12 How many people living in the MCC area will benefit from the project? (clearly specify estimated numbers)

the public who attend local community events 100-1000

Q13 How will you monitor both the numbers participating and meeting of project objectives?

there will be approx 20-25 band members, Unable to measure public attendance

Q14 What is the total cost of the project?

its always an ongoing cost but £1500-£2000 per band member

Q15 What amount of funding are you requesting from MCC?

what every you decide, All support will be greatly accepted and appreciated

Q16 What amount of funding are you requesting from other bodies?

the same request and support has been asked from other bodies

Q17 When will you hear the result of this application?

when you reply

Q19 MCC is very conscious that any grant awarded is raised directly from householders in our area, if some of them were to say why should our money be spent on this what would your answer be? (in not more than 150 words).

we attend most of Swansea/ wales community events and understand that finances are tight with every one. When we are booked by local communities events we subsidise our fee so that we are able to perform with in the area. we rely then on Grants like this to support is through out the year.

Q20 What is the purpose of your organisation? (in not more than 150 words - if you are enclosing a copy of your constitution and this answers this question, please note below)

The City of Swansea Pipe Band was formed in 1971 with the primary objective of bringing together like-minded pipers and drummers to play in a pipe band. The Band is dedicated to the preservation of the traditional Scottish skills of piping and drumming in and around Swansea and South West Wales. Our band consists of 20 playing members with 7 new recruits. The whole Band can cater for carnivals, fetes, parades, weddings and surprise parties. For the smaller formal occasions, individual pipers or small sections of the band may also be engaged. We will always welcome experienced pipers and drummers but are very keen to teach and encourage people wishing to learn from any age. At present we have members ranging from 9 years to 85 years young.

Over the last few years we have seen band members take the skills that they have learnt from the band and travelled to New Zealand, Ireland, Holland, France and Belgium. We regularly support other bands and projects throughout the UK as well.

Q21 Does your organisation have a website? Yes

Q22 If yes, please give details

[www.the-city-of-swansea-pipe-band.co.uk](http://www.the-city-of-swansea-pipe-band.co.uk)

Q23 Is your organisation a registered charity? No

Q24 Do you have a written constitution? Yes

Q25 If yes, please attach copy

Constitution.pdf (1.1MB)

Q26 Can your company reclaim VAT? No

Q27 Please provide a business plan to indicate that the income generated by the new/improved facilities will cover the revenue costs of such use. This business plan should include SWOT analysis and detailed estimates of hours of use and the pricing policy for such use.

Untitled 1.pdf (44.1KB)

Q28 Please provide a copy of the tender document/specification that has been submitted to three building contractors/design architects.

Respondent skipped this question

Q29 I confirm that I am authorised to sign this declaration and that to the best of my knowledge all information within this application is accurate. , I understand that the grant must be spent for the purpose for which it is awarded otherwise it may be subject to repayment in part or in whole. , I accept the terms and conditions of grant.

Q30 I attach a copy of our most recently accounts.

page 3.JPG (1.1MB)

Q31 I attach copies of our last 3 bank statements Respondent skipped this question

Q32 I attach all quotes/estimates that we have. Respondent skipped this question

Q33 How did you hear about MCC Grants?

from a town Councilor with in Swansea

# GRANT REQUEST OYSTERMOUTH PRIMARY SCHOOL

Page 1: Overview

Q1 Name of Organisation

Oystermouth Primary School PTA

Q2 Name and official position of person in your organisation to contact about this application.

Mrs Caroline Morgan – Headteacher

Q3 Contact Information

Email Address MorganC361@hwbcymru.net

Phone Number 01792367163

Q4 Alternative Contact Name and Position

Mrs Kirsten Clift - PTA Co-Chair

Q5 Alternative Contact Information

Email Address kirsten.clift@hotmail.co.uk

Phone Number 01792360330

Q6 Name of project

Outdoor learning zone construction

Q7 Amount of grant requested

£4980

Page 2: About the project

Q8 What is the purpose of the project? (In not more than 150 words)

Oystermouth Primary School would like to create a new outdoor learning zone in a currently unused area of the school yard. The new area will be transformed from an overgrown garden into a colourful seating area with a focus on literacy. It is intended to be an enhanced learning environment and will be used for guided reading, story time and

general teaching. Pupils will also be able to use the area during play time for reading and socialising.

Q9 Start date of project

Date / Time 22/05/2020

Q10 End date of project

Date / Time 03/06/2020

Q11 Who will benefit from the project?

All the current pupils at Oystermouth Primary School would benefit as all year groups would be able to use the outdoor learning zone during lesson time and also at play time.

Q12 How many people living in the MCC area will benefit from the project? (clearly specify estimated numbers)

Approximately 250 people will initially benefit and over the years this number will increase.

Q13 How will you monitor both the numbers participating and meeting of project objectives?

The Head teacher and the PTA will work closely with the contracting company to ensure that the project objectives are met, to benefit all the children and staff within the school.

Q14 What is the total cost of the project?

4980

Q15 What amount of funding are you requesting from MCC?

We would like to request the full amount, however it would be a possibility for the PTA to fund 10 or 20% of the project

Q16 What amount of funding are you requesting from other bodies?

None

Q17 When will you hear the result of this application?

Not applicable

Q18 What is the amount of funding you are investing from your organisation's own sources?

Oystermouth PTA could fund 10-20% of the project.

Q19 MCC is very conscious that any grant awarded is raised directly from householders in our area, if some of them were to say why should our money be spent on this what would your answer be? (in not more than 150 words).

Oystermouth Primary School is an integral part of the community with children from over 100 families in attendance. As all the classes at Oystermouth Primary School are very full, it will be incredibly useful for the staff to have an extra space to teach which will have a tremendous benefit to all the children.

The project will rejuvenate a currently unused area of the school playground and create a new outdoor learning zone which will have a focus on literacy. We envisage that it will be able to be used for teaching, guided reading and story time, and it will also be a quiet place for children to use during play time for reading, socialising and snack time.

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### Page 3: About Your Organisation

Q20 What is the purpose of your organisation? (in not more than 150 words - if you are enclosing a copy of your constitution and this answers this question, please note below)

Oystermouth Primary School PTA unites staff and parents to improve the learning environments of the school, to provide the best possible education for the children of our community

Q21 Does your organisation have a website? Yes

Q22 If yes, please give details

[www.oystermouthprimaryschool.com/pta](http://www.oystermouthprimaryschool.com/pta)

Q23 Is your organisation a registered charity? Yes

Q24 Do you have a written constitution? Yes

Q25 If yes, please attach copy

Constitution.pdf (91.8KB)

Q26 Can your company reclaim VAT? Yes

---

### Page 4: Major Capital Projects

Q27 Please provide a business plan to indicate that the income generated by the new/improved facilities will cover the revenue costs of such use. This business plan should

include SWOT analysis and detailed estimates of hours of use and the pricing policy for such use.

Respondent skipped this question

Q28 Please provide a copy of the tender document/specification that has been submitted to three building contractors/design architects.

Respondent skipped this question

Q29 I confirm that

I am authorised to sign this declaration and that to the best of my knowledge all information within this application is accurate.

I understand that the grant must be spent for the purpose for which it is awarded otherwise it may be subject to repayment in part or in whole.

I accept the terms and conditions of grant.

Q30 I attach a copy of our most recently accounts. Respondent skipped this question

Q31 I attach copies of our last 3 bank statements Respondent skipped this question

Q32 I attach all quotes/estimates that we have.

Outdoor learning zone quote.jpg (199.1

Q33 How did you hear about MCC Grants?

From the MCC website

# GRANT REQUEST FROM THE FRONT ROOM

Page 1: Overview

Q1 Name of Organisation

The Front Room Café

Q2 Name and official position of person in your organisation to contact about this application.

Ken Higgins/ Owner

Q3 Contact Information

Email Address [bookings@thefrontroomcafe.co.uk](mailto:bookings@thefrontroomcafe.co.uk)

Phone Number 01792 362140

Q4 Alternative Contact Name and Position

Ben Cripwell - 01792 362140

Q5 Alternative Contact Information

Email Address [benandkenenterprises@gmail.com](mailto:benandkenenterprises@gmail.com)

Phone Number 01792 362140

Q6 Name of project

Revamp of Front of The Front Room Café

Q7 Amount of grant requested

£1000

Page 2: About the project

Q8 What is the purpose of the project? (In not more than 150 words)

Revamp, and fix the tired frontage of our café

Q9 Start date of project

Date / Time 16/11/2019

Q10 End date of project

Date / Time 30/11/2019

Q11 Who will benefit from the project?

Southend Gardens area would benefit from a better aesthetic, ourselves and our customers would benefit, and Mumbles having another great looking eatery

Q12 How many people living in the MCC area will benefit from the project? (clearly specify estimated numbers)

Southend area

Q13 How will you monitor both the numbers participating and meeting of project objectives?

n/a

Q14 What is the total cost of the project?

n/a

Q15 What amount of funding are you requesting from MCC?

£1000

Q16 What amount of funding are you requesting from other bodies?

n/a

Q17 When will you hear the result of this application?

When we receive an answer from you

Q18 What is the amount of funding you are investing from your organisation's own sources?

N/A

Q19 MCC is very conscious that any grant awarded is raised directly from householders in our area, if some of them were to say why should our money be spent on this what would your answer be? (in not more than 150 words).

It will help bring interest and custom to the Southend area and make it look more presentable

Page 3: About Your Organisation

Q20 What is the purpose of your organisation? (in not more than 150 words - if you are enclosing a copy of your constitution and this answers this question, please note below)

Cafe/restaurant

Q21 Does your organisation have a website? Yes

Q22 If yes, please give details

[www.thefrontroomcafe.co.uk](http://www.thefrontroomcafe.co.uk)

Q23 Is your organisation a registered charity? No

Q24 Do you have a written constitution? No

Q25 If yes, please attach copy Respondent skipped this question

Q26 Can your company reclaim VAT? No

Page 4: Major Capital Projects

Q27 Please provide a business plan to indicate that the income generated by the new/improved facilities will cover the revenue costs of such use. This business plan should include SWOT analysis and detailed estimates of hours of use and the pricing policy for such use.

Respondent skipped this question

Q28 Please provide a copy of the tender document/specification that has been submitted to three building contractors/design architects.

Respondent skipped this question

Q29 I confirm that

I am authorised to sign this declaration and that to the best of my knowledge all information within this application is accurate.

I understand that the grant must be spent for the purpose for which it is awarded otherwise it may be subject to repayment in part or in whole.

I accept the terms and conditions of grant.

Q30 I attach a copy of our most recently accounts. Respondent skipped this question

Q31 I attach copies of our last 3 bank statements Respondent skipped this question

Q32 I attach all quotes/estimates that we have. Respondent skipped this question

Q33 How did you hear about MCC Grants?

via the community council community plan

# UPDATED FINANCIAL REGULATIONS

## MUMBLES COMMUNITY COUNCIL MODEL FINANCIAL REGULATIONS 2019 FOR WALES INDEX

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These Financial Regulations were adopted by the Council at its meeting held on 10 March 2020.

## **1. GENERAL**

1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

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<sup>1</sup> The Council's Standing Orders are available on the website.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The RFO/Assistant Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;

- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding the following shall be a matter for the full Council only:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Well-Being; and
- addressing recommendations in any report from the internal or external auditors,

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £1,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified. In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in Governance and Accountability for Local Councils in Wales - A Practitioners’ Guide issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank

statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the next meeting of Council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the Council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

3.1. Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the 31 October each year including any proposals for revising the forecast. Each year, the RFO will issue a Budget Proposal Form and a form shall be completed for each new budget proposal put forward for inclusion in the Council's budget. The forms must be forwarded to the RFO by 31 October each year.

3.2. The RFO must each year, by no later than 30 November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the each Standing Committee and the Council.

3.3. The Council shall consider annual budget proposals in relation to the Council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £1,000;
- a Standing Committee of the Council for items below £1,000

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chair.

Contracts must not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure by more than 10% of the budget other than by resolution of the

Council. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed by the Personnel Committee at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the RFO may authorise revenue expenditure on behalf of the Council which in the RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The RFO shall report such action to the Clerk and the Chair as soon as possible and to the Council as soon as practicable thereafter.

4.6 The RFO shall have discretion to make immediate payments of up to £500 where it is deemed appropriate to make the payment prior to the next Council meeting. Any payments made under this discretion must be highlighted in the Finance Report to the next meeting of Council.

4.7. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.8. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.9. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 10% of the budget.

4.10. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council may seek credit references in respect of members or employees who act as signatories.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information. Copies of all invoices will be available for review on OneDrive on receipt of the invoice.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council meeting.

5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of Council, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council ;
- b) A payment made in accordance with financial regulation 4.6 above;
- c) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council; or
- d) . The RFO monitors fund balances and it authorised to transfer balances between funds to ensure accounts do not become overdrawn and incur bank charges. The fund balances will be reported to Council each month.

5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, pension contributions and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

5.7. A record of regular payments made under Financial Regulations 5.6 shall be reported to Council each month.

5.8. In respect of grants a Standing Committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £1,000 shall before payment, be subject to ratification by resolution of the Council.

5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.

5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be made by the RFO following written notification and verbal confirmation.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council shall be signed by two of the five members of Council who are authorised bank signatories in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Apart from payments made in accordance with Financial regulation 5.6, cheques or orders for payment shall not normally be presented for signature other than at a Council (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.

6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two of the five authorised signatories and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council annually.

6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two bank signatories are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council annually.

6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council annually.

6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which authorised signatories approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Clerk and RFO in sealed and dated envelopes. The envelopes may not be opened other than in the presence of two councillors. After an envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and verbal confirmation by the RFO. Evidence of the checks must be retained and be available for inspection. A programme of regular checks of standing data with suppliers will be undertaken by the RFO.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by Council in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.

6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Purchases made by credit card shall be reported to Council each month, Personal credit or debit cards of members or staff shall only be used in exceptional circumstances.

6.21. The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

## **7. PAYMENT OF SALARIES**

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by the Personnel Committee and Council.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee and Council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers by the Personnel Committee.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. Before employing interim staff the Council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chair of the Council at the same time as one is issued to the RFO.

8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.6. All investments of money under the control of the Council shall be in the name of the Council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report of the RFO.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. ORDERS FOR WORKS, GOODS AND SERVICES**

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## 11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice Chair of Council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) The full requirements of The Public Contracts Regulations 2015 (“the Regulations”), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>.

c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

d) Such invitation to tender shall state the general nature of the intended contract and the Clerk or RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to

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<sup>2</sup> Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

e) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

f) Any invitation to tender issued under this regulation shall be subject to Standing Order 18c and shall refer to the terms of the Bribery Act 2010.

g) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

i) Should it occur that the Council, or Standing committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

11.2. The Proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.

a) Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

b) Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING AND OTHER CONSTRUCTION WORKS**

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

### **13. STORES AND EQUIPMENT**

13.1. The Clerk shall be responsible for the care and custody of stores and equipment.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

### **14. ASSETS, PROPERTIES AND ESTATES**

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants)

together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall affect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.

15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.

15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council.

## **16. RISK MANAGEMENT**

16.1. The Council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

16.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## **17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

17.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

17.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

## **RESERVES POLICY**



**Mumbles**  
Community Council

# **DRAFT FINANCIAL RESERVES POLICY**

Approved by Council on xx/xx/xxxx  
To be reviewed by Council on xx/xx/xxxx

## **1. Introduction**

- 1.1 The Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement and it is the responsibility of the Responsible Financial Officer to advise Council on the level of reserves and to ensure there are clear protocols in place for the establishment and use of reserves.
- 1.2 The Governance and Accountability for Local Councils in Wales – A Practitioners Guide (2019 edition) jointly published by One Voice Wales and the Society of Local Council Clerks (SLCC) provides statutory proper accounting practices for community councils in Wales and guidance on proper governance arrangements.
- 1.3 The Practitioners Guide states that Councils have no legal powers to hold revenue reserves other than those for reasonable working capital needs or for specifically earmarked purposes. Earmarked reserves, which are set aside for specific purposes and for saving for future projects, should be realistic and approved by Council. The Practitioners Guide also says that it is generally accepted that general (un-earmarked) reserves usually lie within a range of three to twelve months of gross expenditure. However, the amount of general reserve should be risk assessed and approved by the Council.
- 1.4 A Council needs to hold some reserves to ensure it can meet the cost of unexpected events and has enough cash to pay its invoices until it receives its precept. This is likely to become a greater issue for Mumbles Community Council in the future as it grows its asset base.
- 1.5 There is no requirement for the Council to have a Reserves Policy and research has shown that many community and town councils in Wales do not have a published Reserves Policy however it is felt prudent that Mumbles Community Council should consider and approve its policy in relation to earmarked and general reserves on an annual basis.
- 1.6 Reserves by their nature can only be used once as once a reserve has been spent it has been spent and generally there is no means of re-establishing the reserve.

## **2. Earmarked Reserves**

- 2.1 Earmarked Reserves are amounts set aside for specific policy or project purposes. In most cases this will be projects which are unable to be delivered in a single financial year either due to timing issues or the need to build up a budget over a period of years to deliver or contribute to a significant project.
- 2.2 Mumbles Community Council will keep Earmarked Reserves that are considered necessary to support future expenditure on specific projects or as funds to be built up towards significant revenue expenditure or to meet anticipated liabilities.
- 2.3 The establishment of an Earmarked Reserves must be approved by Council on the advice of the Responsible Financial Officer and in line with planned or anticipated project requirements. When approving the establishment of an Earmarked Reserve, the Council must set out
- The reason for and purpose of the reserve
  - How and when the reserve will be used.
  - The procedures for the management and control of the reserve
  - A process and timescale for the review of the reserve to ensure its continuing relevance and adequacy
- 2.4 Earmarked Reserves that have served their purpose will not need to be replenished as the specific purpose or liability for which they were established will have been delivered. Any remaining balance in an Earmarked Reserve following the delivery of a project will be reported to Council and a decision made on re-allocating the balance to another Earmarked Reserve or transferring it to General Reserves.
- 3. General Reserves**
- 3.1 The Council needs to retain a prudent level of general reserves that are sufficient to ensure that it can meet its on-going commitments i.e. to pay its invoices, respond to any emergency or unplanned expenditure and to overcome any cash flow difficulties that may arise.
- 3.2 General Reserves will assist the Council in the following ways
- Create a working balance that will help to cushion the impact of any unforeseen expenditure to avoid cash flow problems and unnecessary borrowing.
  - Create a contingency to cushion the impact of any unexpected events or emergencies.
- 3.3 The Practitioners Guide suggests a general reserve of between 3 and 12 months of gross expenditure however for Mumbles Community Council it is suggested that the level of general reserves should be around 6 months of the annual running costs of the Council excluding any growth items i.e. new projects not yet underway or expenditure to be met from earmarked reserves.
- 4. Governance**

- 4.1 The amount held in Earmarked and General Reserves at the end of each financial year shall be reported to Council for review at the same time as the Annual Statement of Accounts.
- 4.2 The level of reserves should also be reviewed each year as part of the annual budget setting process.
- 4.3 When assessing the level of reserves held, account should be taken of the risks facing the Council in terms of any unforeseen expenditure requirements or issues not provided for in the budget.
- 4.4 Reserves will only be used to support ongoing revenue expenditure in exceptional circumstances and only with a specific plan in place to fund the ongoing expenditure from other means in future years.
- 4.5 No movement for Earmarked or General reserves will be actioned without the specific approval of Council.

# PLANNING APPLICATIONS JANUARY 2020

## Planning Sub-Committee Recommendations 12/02/2020

- Demolition of existing storage shed and construction of a site office for Mumbles Pier /information centre building 

Mumbles Pier Shed Mumbles Swansea SA3 4EN

Ref. No: 2019/0544/FUL | Received: Fri 08 Mar 2019 | Validated: Thu 23 Jan 2020 | Status: Being Considered **Objection by virtue of the proposals size, scale, massing and design which would result in the introduction of an unacceptable form of development which fails to relate to its countryside location and the wider area. Furthermore, the development, by virtue of its design and elevated position within the landscape, would result in the loss of an important panoramic view across Swansea Bay.**

- Works to Mumbles Pier, including the erection of 2no new pavilion buildings, the refurbishment & adaption of the former off-shore lifeboat house for restaurant use and the replacement of the existing access bridge to the former off-shore lifeboat house and erection of gates at pier entrance (application for Listed Building Consent) 

Mumbles Pier Cafe Access Road From Mumbles Road To Lifeboat Station And Pier Mumbles Swansea SA3 4EN

Ref. No: 2019/0563/LBC | Received: Mon 11 Mar 2019 | Validated: Tue 28 Jan 2020 | Status: Being Considered **As Mumbles Pier has Grade 2 listed status and carries considerable heritage MCC feels that sympathy to the heritage of the Pier should be shown in the design of the proposed gates.**

- Works to Mumbles Pier, including the erection of 2 no. new pavilion buildings (retail kiosk Class A1 & cafe Class A3), the refurbishment and adaptation of the former off shore lifeboat house for restaurant use (Class A3) and the replacement of the existing access bridge to the former off-shore lifeboat house and erection of gates at pier entrance 

Mumbles Pier Cafe Access Road From Mumbles Road To Lifeboat Station And Pier Mumbles Swansea SA3 4EN

Ref. No: 2019/0561/FUL | Received: Mon 11 Mar 2019 | Validated: Wed 22 Jan 2020 | Status: Being Considered **As Mumbles Pier has Grade 2 listed status and carries considerable heritage MCC feels that sympathy ought to be shown in the design in keeping with the heritage of the Pier.**

- [Non-Material Amendment to Planning Permission 2019/1307/S73 granted on XXXXXX 2019 to revised boundary treatments \(change from wire mesh fencing to timber hit and miss fencing\), revised finish materials to plots 7 and 53 \(changed to stonework frontage\) and plot 31 \(timber cladding\), revised boundary location to plot 37 with boundary finish to pumping station; revised fence type and position to plot 01 \(from mesh fence to close boarded fence\); housetype revision to plots 38 \(caernarfon stone clad\) and 39 \(Pennard timber clad\), and plot 41 \(Cennen timber\) revision of boundary treatment to the side of plot 58 \(from fence to wall\) and revision of boundary treatment to side of rear gardens of plots 53 and 59 \(from wire mesh to timber close boarded fence\)](#) 

Land Off Summerland Lane Newton Swansea SA3 4RS

Ref. No: 2019/2094/NMA | Received: Mon 09 Sep 2019 | Validated: Thu 23 Jan 2020 | Status:

Awaiting decision **Due to loss of existing hedgerow MCC feel it is appropriate for the fence to be replaced with a suitable indigenous plant for hedging.**

- [To lop Hazel trees \(Trees in Mumbles Conservation Area\)](#) 

60 Overland Road Mumbles Swansea SA3 4LL

Ref. No: 2020/0157/TCA | Received: Mon 27 Jan 2020 | Validated: Mon 27 Jan 2020 | Status: Being

Considered **Support Swansea Council Tree Officer**

- [Reduce crown of one Maple tree and one Cockspur Hawthorn covered by TPO 213](#) 

14 Challacombe Place Newton Swansea SA3 4TN

Ref. No: 2020/0136/TPO | Received: Fri 24 Jan 2020 | Validated: Fri 24 Jan 2020 | Status: Being

Considered **Support Swansea Council Tree Officer**

- [To fell 4 no. Elm trees along boundary with no 4 and 5 Village Lane covered by TPO no. 52](#) 

High Nook Village Lane Mumbles Swansea SA3 4EB

Ref. No: 2020/0028/TPO | Received: Wed 08 Jan 2020 | Validated: Wed 08 Jan 2020 | Status: Being Considered **Support Swansea Council Tree Officer**

- **Part two storey, part singl storey side extension and alterations to roof of existing bungalow (Amendment to application number 2016/0045 to allow retention of alterations to approved scheme including increase in height of lower parapet wall; increase in height of chimney; alterations to design of `green' roof; alterations to central clad area on front elevation of original bungalow; and rear conservatory)** 

135 Higher Lane Langland Swansea SA3 4HQ

Ref. No: 2020/0017/FUL | Received: Tue 07 Jan 2020 | Validated: Tue 07 Jan 2020 | Status: Being Considered **Support Swansea Council Planning Officer**

- **To lop one Oak tree covered by TPO 116** 

51 Mayals Avenue Blackpill Swansea SA3 5DB

Ref. No: 2020/0002/TPO | Received: Fri 03 Jan 2020 | Validated: Tue 07 Jan 2020 | Status: Being Considered **Support Swansea Council Tree Officer**

- **Three front rooflights, front canopy, rear dormer, first floor rear Juliette balcony, addition of pitched roof with two rooflights to rear extension, external alterations and new hardstanding with associated retaining walls to provide off road parking** 

15 Brynfield Road Langland Swansea SA3 4SX

Ref. No: 2019/2805/FUL | Received: Sat 07 Dec 2019 | Validated: Fri 17 Jan 2020 | Status: Being Considered **Support Swansea Council Planning Officer**

- **To crown reduce 1 Oak tree covered by TPO 349** 

8 Hadland Terrace West Cross Swansea SA3 5TT

Ref. No: 2019/2614/TPO | Received: Fri 08 Nov 2019 | Validated: Thu 02 Jan 2020 | Status: Being Considered **Support Swansea Council Tree Officer**

- **Retention of raised decked area at Plot 1 (amendment to planning permission 2017/1948/FUL granted 1st August 2018)** 

Plot 1 Summerland Lane Newton Swansea SA3 4RS

Ref. No: 2019/2367/FUL | Received: Fri 11 Oct 2019 | Validated: Wed 08 Jan 2020 | Status: Awaiting decision **Support Swansea Council Planning Officer**



