

## **Minutes of Special Meeting of the Mumbles Community Council held on 25 January 2022 at 6 pm by videoconference (Zoom)**

**Members Present:** Martin O'Neill (Chair), Rebecca Fogarty (Vice-Chair), Rebecca Child, Pam Erasmus, Sara Keeton, Rob Marshall, Pip Reason, Rebecca Singh, Ian Scott, Will Thomas & Carrie Townsend Jones

**Officer Presents:** Paul Beynon & Steve Heydon

**C02201.S-01 Apologies for Absence:** Tim Bull, Gareth Ford Richard Jarvis,

**C02201.S-02 Declarations of Interest**

None

**C02201.S-03 Exclusion of the Press & Public (Items 04 & 05 only)**

**RESOLVED** that the press and public be excluded from the meeting due to the confidential nature of the business to be transacted.

**Recommendations from the Personnel Committee**

**C02201.S-04 Review of the Staffing Structure of the Council**

Report from Paul Egan, One Voice Wales.

**RESOLVED** that MCC adopt the recommendations in the report with the implementation being guided by an appointed personnel services contractor.

**C02201.S-05 Job Evaluation of Postholders**

Report from Paul Egan, One Voice Wales.

**RESOLVED** that MCC adopt the recommendations in the report with the implementation being guided by an appointed personnel services contractor.

**C02201.S-06 Report of the Responsible Financial Officer – Budget & Precept 2022/23**

**RESOLVED** that:

- i. the budget and precept for 2022/23 be set at £585,100 and £57.99 respectively (see appendix one).
- ii. the RFO is authorised to make payments from any budget marked with a tick in the 'RFO Authorised' column without further authorisation from Council.
- iii. a priority list is drawn up of the items removed from the draft budget which could be funded from any underspend brought forward from 2021/22

**Meeting Closed at 9.15 pm**

## Mumbles Community Council - Budget 2022/23

Items	Amount £	RFO Authorised
<b>Office Costs</b>		
Broadband and Telephone	1,200	✓
Stationery	500	✓
Postage	100	✓
Photocopying	600	✓
<b>Total</b>	<b><u>2,400</u></b>	
<b>Payroll</b>		
Salary	111,600	✓
Pension - Employers Contributions	26,850	✓
National Insurance - Employers Contributions	9,950	✓
Chair/Vice Chair's Remuneration	2,000	✓
Committee Chair's Remuneration	2,500	✓
Councillor's Remuneration	2,700	✓
Accountants Fees (Payroll)	700	✓
HR Support	15,000	✓
<b>Total</b>	<b><u>171,300</u></b>	
<b>General Fund</b>		
Insurance	2,100	✓
Subscriptions	400	✓
Scribe Accounting Package	950	✓
Survey Monkey	400	✓
Adobe Creative	500	✓
Zoom	150	✓
Website, Email Hosting and Domain Name	2,300	✓
IT Support	2,000	✓
Audit Fee	1,200	✓
One Voice Wales	3,100	✓
Rental for Parish Online Maps	300	✓
Miscellaneous	2,000	✓
Councillors Individual Fund	18,000	✓
Carer's Allowance	1,700	✓

<b>Total</b>	<b><u>35,100</u></b>
--------------	----------------------

**Community and Social Development Committee**

Underhill Park Grant	1,197,250
Skatepark	434,700
Skatepark Running Costs	6,000
Skatepark Sinking Fund	7,900
Underhill Loan Repayment	93,800
Road Safety	1,400
Family Fun Events	3,500
Clyne Gardens Wooden Play Equipment and Gazebo	6,000
Mumbles Bowls Club	5,000
Skatepark Capital Costs	123,500
Public Toilets	10,000
<b>Total</b>	<b><u>1,889,050</u></b>

**Culture, Tourism and Communications Committee**

Mumbles Fest	23,000	✓
Christmas Motifs	6,500	
Christmas Trees (Inc. Picket Mead Living Trees)	10,000	
Inspection of Southend Tree	600	
New Christmas Motifs (2)	1,200	
New Lights - Oystermouth Christmas Tree	1,000	
Community Parties	2,000	
Schools Competition	1,000	
Mumbles Guided Walks	1,500	
Mumbles Fashion Shows	1,500	
NHS Day	250	
Ostreme Busking	1,000	
Coffee Mornings	1,000	
Digital Archive	10,000	
Tourism Plan - Improved Signage	2,500	
Floral Decorations	9,500	
Mumbles in Bloom - Contestant	250	
Mumbles in Bloom - Competition	250	
Marketing/Publicity Leaflets and Posters	2,500	
Newsletter Printing	4,200	
Newsletter Distribution	1,200	
Newsletter Translation	2,000	
Twinning	1,500	

St David's Day Event and Dragon Parade	750	
Festoon Lighting - Mumbles Road	500	
Multimedia Consultant	7,500	✓
Queen's Jubilee Event and Beacon	2,000	
Event Income	-5,000	
<b>Total</b>	<b>90,200</b>	

### ***Environmental Committee***

Civic Amenities	5,000	
Wildflowers	500	
Jubilee Garden	500	
Flora in Schools	3,500	
Cleansing SLA	17,400	
Environmental Engagement Officer - Resources	5,000	✓
Community Orchard	2,500	
Grass Verge Scheme	2,100	
Castle Woods - Paths	4,000	
Water Bottle Fillers	5,800	
Recycling Bins	7,000	
SMUGS Site - Norton	1,000	
Plastic Free Mumbles Campaign	500	
E Cargo Bikes	10,000	
<b>Total</b>	<b>64,800</b>	

### ***Finance and Compliance Committee***

Small and Medium Grants	40,000	
Training Courses and Associated Costs	5,000	
Evaluation Services	3,000	
Ostreme Centre - Development Costs	45,300	
Ostreme Centre - New Operating Model	25,000	
<b>Total</b>	<b>118,300</b>	

### ***Ostreme Centre***

Rent	15,000	✓
Electricity	2,700	✓
Gas	2,100	✓
Water	600	✓
Insurance	1,800	✓
Minor Maintenance	1,000	✓

Annual Gas Safety Check	200	✓
Annual Fire Alarm Check (2)	300	✓
Annual Fire Extinguisher Check	100	✓
Burglar Alarm Contract	150	✓
Rent - Ostreme Community Association	-7,000	
Loan Repayment	-5,000	
<b>Total</b>	<b><u>11,950</u></b>	
<b>Budget Sub Total</b>	<b><u>2,383,100</u></b>	
Add Contingency	42,650	
<b>Budget Total</b>	<b><u>2,425,750</u></b>	
Less Funded from Earmarked Reserves	1,840,650	
<b>Budget Requirement 2022/23</b>	<b><u>585,100</u></b>	
<b>Annual Band D Precept</b>	<b><u>£57.99</u></b>	



# Appendix

## Electronic Payments Approved

		£	£	£
06/10/21	HMRC – Payroll Deductions Mth 6	1,137.48	0.00	1,137.48
06/10/21	South Wales Audio – Mumbles Fest 2020	81.00	0.00	81.00
06/10/21	St John Ambulance – Mumbles Fest	181.33	36.27	217.60
06/10/21	Gower Dough – Mumbles Fest Food Vouchers Refund	40.00	0.00	40.00
06/10/21	Picseli – NHS Day Slate Sign	188.12	37.63	225.75
06/10/21	Board Riding Development – Family Fun Days	150.00	0.00	150.00
06/10/21	Mumbles Development Trust – Grant	1,000.00	0.00	1,000.00
06/10/21	Swansea Council – Trial Holes Langland Tennis Courts	480.61	96.12	576.73
07/10/21	Tuckers – Mumbles Fest Food Vouchers Refund	60.00	0.00	60.00
07/10/21	Joe’s Ice Cream – Mumbles Fest Food Vouchers Refund	1.50	0.00	1.50
07/10/21	Village Creperie – Mumbles Fest Food Vouchers Refund	20.70	0.00	20.70
15/10/21	Jamjar Print – Coffee Loyalty Cards	38.50	7.70	46.20
21/10/21	Picseli – Multimedia Consultant October 2021	416.67	83.33	500.00
21/10/21	OCA – EEO Hall Hire	156.00	0.00	156.00
21/10/21	Atkins Accountants – Payroll Q2	50.00	10.00	60.00
21/10/21	Hurley& Davies – Project Manager Langland Tennis Courts	360.00	72.00	432.00
21/10/21	Phillips Services (Wales) Festoon Lighting Repairs	89.50	17.90	107.40
21/10/21	Paul Beynon – Stationery and Postage Reimbursement	34.78	0.00	34.78
21/10/21	Claire Anderson – Telephone Aug and Sept 2021	20.00	0.00	20.00
21/10/21	Claire Anderson – Mumbles Fest Reimbursement	23.98	0.00	23.98
21/10/21	Claire Anderson – Mumbles Fest Reimbursement	20.00	0.00	20.00
21/10/21	Virgin Media – Broadband and Phone October 2021	73.50	14.70	88.20
21/10/21	Swansea Council – Floral Decorations	9,338.33	1,867.67	11,206.00
21/10/21	Goggi’s – Mumbles Fest Food Vouchers Refund	62.20	0.00	62.20
21/10/21	Urban Foundry – Ostreme Consultation	2,800.00	560.00	3,360.00
21/10/21	Swansea Council – Pension Contributions September 21	1,908.11	0.00	1,908.11
21/10/21	Barclaycard October 2021 – see below	760.74	0.00	760.74
22/10/21	Claire Anderson – Coffee Morning Reimbursement	24.80	0.00	24.80
22/10/21	Claire Anderson – Stationery& Postage Reimbursement	7.98	0.00	7.98
22/10/21	Claire Anderson – Mumbles Fest Reimbursement	90.00	0.00	90.00
25/10/21	Staff Salaries – October 2021	5,145.57	0.00	5,145.57
01/11/21	OCA – Ostreme Rent November 2021	800.00	0.00	800.00



<b>Total</b>	<b>25,561.40</b>	<b>2,803.32</b>	<b>28,364.72</b>
--------------	------------------	-----------------	------------------

### **Barclaycard Purchases – October 2021 Statement**

Amazon – Mumbles Fest Hula Hoops			21.49
Brandon Hire – Mumbles Fest Fencing			408.00
Creative Cloud – Adobe for EEO			49.94
Catalyst2 Services – Website Hosting			15.59
Giff Gaff – RFO Mobile Phone			6.00
Reach Publishing – Evening Post Subscription			21.58
Microsoft – Online Services			135.36
Microsoft – Online Services			68.40
Zoom – Monthly Fee			14.39
Amazon –			19.99
<b>Total</b>			<b>760.74</b>