

Minutes of Council Meeting

14 September 2021

MINUTES of the MONTHLY MEETING of MUMBLES COMMUNITY COUNCIL held via Zoom on Tuesday 14 September 2021

Present:

322.08 Councillors(s) .2021

Becca Child
Pam Erasmus
Rebecca Fogarty
Adam Gilbert
Richard Jarvis
Sara Keeton
Rob Marshall

Councillors(s)

Martin O'Neill
Philip Reason
Ian Scott
Louise Thomas
Caroline Townsend Jones
Linda Tyler-Lloyd

323.08 Officer in attendance:

Steve Heydon (Clerk)

324.08 Apologies for Absence

Councillor(s) Tim Bull, Gareth Ford, Myles Langstone & Rebecca Singh

325.08 Declarations of Interest

Cllr Richard Jarvis declared a personal interest in item 342.08 - Swim Lane for Mumbles, Swansea Bay as a member of the rowing club.

326.08 Minutes of the Monthly Meeting held on 13 July 2021

To confirm as a correct record the minutes of the Monthly Meeting held on 13 July 2021.

327.08 Minutes of the Special Meeting held on 27 July 2021

To confirm as a correct record the minutes of the Special Meeting held on 27 July 2021.

328.08 Minutes of the final meeting of the Community & Social Well-being Committee held on 16 June 2021

To confirm as a correct record the minutes of the Community & Social Well-being Committee held on 16 June 2021

329.08 Minutes of the final meeting of the Economic Well-being Committee held on 28 June 2021

To confirm as a correct record the minutes of the Economic Well-being Committee held on 28 June 2021

330.08 Minutes of the final meeting of the Cultural & Tourism Well-being Committee held on 23 June 2021

To confirm as a correct record the minutes of the Cultural & Tourism Well-being Committee held on 23 June 2021

331.08 Minutes of the final meeting of the Environmental Well-being Committee held on 6 September 2021

To confirm as a correct record the minutes of the Environmental Well-being Committee held on 6 September 2021

332.08 Minutes of the final meeting of the Joint Enabling Committee held on 4 May 2021

To confirm as a correct record the minutes of the Joint Enabling Committee held on 4 May 2021

333.08 Minutes of the final meeting of the Premises Committee held on 31 March 2021

To confirm as a correct record the minutes of the Joint Enabling Committee held on 31 March 2021

334.08 Clerk's Report

335.08 Chair's Report

The Chair read his previously circulated report.

Cllr Rob Marshall thanked the Chair for his comments on Mumbles Festival and ask to add his thanks to the team of councillors and staff who helped with organisation, particularly Claire Anderson and Paul Beynon for all their work.

336.08 Cllr Carrie Townsend Jones joined the meeting.

337.08 Election of Chairs of New Committees

The following Chairs were elected:

Finance & Compliance	Rebecca Child
Community & Social Development	Rebecca Fogarty
Environmental	Sara Keeton
Culture, Tourism & Communication	Rob Marshall & Pip Reason
Personnel	Chair
Appeals	Vice-Chair

338.08 Alain Thomas Recommendation 1 - Sanctions should be added to our 'Ground Rules'

RESOLVED that the following sanctions be added to our adopted 'Ground Rules':

- i. Any member, as well as the Chair, could also be empowered to ask the meeting whether behaviour is in breach of the code and whether a member should be asked to leave the meeting.
- ii. The Chair and any other member could also be empowered to ask the meeting whether the matter should be referred to full council (in the case of behaviour occurring at a committee meeting) or if it should be referred to the local resolution panel (in the case of a committee of full council meeting).
- iii. If behaviour is referred to full council or the local resolution panel then the body concerned would have the options to follow any of the following courses of action following due consideration of the circumstances-:
 - o Take no further action.
 - o Issue a warning to the member(s) concerned that any repetition of the behaviour may lead to the removal of discretionary privileges.
 - o To remove any or all of the following discretionary privileges for a period of time also to be determined by the council/panel:
 - Membership of committees
 - Representative roles on behalf of the Council

339.08 Alain Thomas Recommendation 2 that the Council consider options to help identify behaviour which constitutes a breach of our 'Ground Rules'.

RECOMMEND that the Council consider the following options to help identify behaviour which constitutes a breach of our 'Ground Rules'.

- ~~i. Tasking officers to name inappropriate behaviour/breaches if they believe any have occurred.~~
- ii. Tasking specific members (e.g., members of the local resolution panel) to take on this role.
- iii. Tasking named members to take on the role on a rota basis.
- iv. Tasking ~~named officers/~~members to review video recordings of meetings and identify serious breaches of the code retrospectively.

The

340.08 Banner Stand

RESOLVED that

- (i) no expenditure is expended in removing and store the banner stand whilst planning permission is sought for a new site
- (ii) The Chair write to Phil Holmes and Cllr Watson on this matter.

341.08 Cllr Linda Tyler Lloyd joined the meeting

342.08 Swim Lane for Mumbles, Swansea Bay

The following proposal was tabled by Cllr Myles Langstone:

PROPOSE that MCC pay a contribution of £2,000 towards the total cost of £6,000 for a scheme to provide buoys marking a designated swim area in Mumbles Bay with appropriate signage. Swansea Council to provide the £4,000 balance.

RESOLVED that this be referred back to the Community & Development committee.

343.08 Digital Archive - Appointment of Heritage Co-ordinator

RESOLVED that:

- i. Beverley Rogers and Helen Nicholas are awarded the Heritage Co-ordinator contract at an initial cost of £4,000 to deliver the aims outlined above with the cost being met from the CL17 – Digital Archive budget.
- ii. The appointment is made for a period of 3 years subject to annual reviews with other Digital Archive work and Heritage

Projects work being awarded when funding is available and approved by Council.

- iii. Our solicitor prepares an appropriate contract for the Heritage Co-ordinator at a cost of between £500 and £800 + VAT with the cost being met from the CL 17 – Digital Archive budget.

Electronic Payments for Retrospective Approval

			£	£	£
344.08	02/07/21	Andrew George – NHS Day Band	250.00	0.00	250.00
345.08	02/07/21	Badgemaster – Badges for new Councillors	12.81	2.56	15.37
346.08	02/07/21	SA1 Solutions – IT Support	330.30	66.06	396.36
347.08	02/07/21	Claire Anderson – Phone June 2021	10.00	0.00	10.00
348.08	05/07/21	Claire Anderson – Purchases for NHS Day	100.37	0.00	100.37
349.08	05/07/21	Cllr Linda Tyler-Lloyd – Remuneration 2020/21	120.00	0.00	120.00
350.08	07/07/21	Caswell Catering – NHS Day Buffet	180.00	0.00	180.00
351.08	07/07/21	Dan Stockton – Ostreme Busking	50.00	0.00	50.00
352.08	07/07/21	Lisa Davies – NHS Day Wreaths	180.00	0.00	180.00
353.08	07/07/21	Cllr Gareth Ford – NHS Day Plaque Materials	33.20	0.00	33.20
354.08	08/07/21	Jasmine Weedon – Underpayment June 2020	312.16	0.00	312.16
355.08	15/07/21	Virgin Media – Phone and Broadband July 2021	73.60	14.72	88.32
356.08	15/07/21	Picseli – Multimedia Consultant July 2021	416.67	83.33	500.00
357.08	15/07/21	SA1 Solutions – new Councillor IT Kit	1,349.76	269.95	1,619.71
358.08	15/07/21	SA1 Solutions – IT Support	110.00	22.00	132.00
359.08	16/07/21	Atkins Accountants – Payroll Q1	50.00	10.00	60.00
360.08	16/07/21	Chiltern Sports Contractors – Langland Courts	5,162.14	1,032.43	6,194.57
361.08	16/07/21	All About The Image – NHS Day Photographer	130.00	0.00	130.00
362.08	16/07/21	Hurley and Davies – Langland Tennis Courts Project Manager	382.50	76.50	459.00
363.08	06/08/21	Embark Treecare – Tree Work at Orchard	475.00	0.00	475.00
364.08	16/07/21	VL Llewellyn – Internal Audit 20/21	660.00	0.00	660.00
365.08	16/07/21	One Voice Wales - Training	90.00	0.00	90.00
366.08	16/07/21	Victoria Hugtenburg – Book Exchange Grant	150.00	0.00	150.00
367.08	16/07/21	HMRC – Payroll Deductions Mth 3	63.14	0.00	63.14
368.08	16/07/21	Swansea Council – Pension Contributions June 2021	1,408.77	0.00	1,408.77
369.08	21/07/21	BT Group – Back Up Service	29.85	5.97	35.82
370.08	23/07/21	Barclaycard July 2021 – see below	1,028.22	0.00	1,028.22

371.08	23/07/21	Deborah Sazer – SMUGS Ecology Consultant	300.00	0.00	300.00
372.08	23/07/21	Geosphere – Parish Online Subscription 2021/22	280.00	56.00	336.00
373.08	23/07/21	Alain Thomas - Consultancy	325.00	0.00	325.00
374.08	23/07/21	Paul Beynon – Travelling & NHS Day Reimbursement	31.30	0.00	31.30
375.08	23/07/21	Newton AFC - Grant	2,165.00	0.00	2,165.00
376.08	26/07/21	Staff Salaries – July 2021	5,138.88	0.00	5,138.88
377.08	29/07/21	The Shared Plate – Family Fun Day Lunch Fairwood Park	160.00	0.00	160.00
378.08	29/07/21	The Shared Plate – Family Fun Day Lunch Highmead Park	160.00	0.00	160.00
379.08	29/07/21	JM Entertainment – Family Fun Day Climbing Wall Highmead Park	695.00	139.00	834.00
380.08	02/08/21	OCA – Ostreme Rent August 2021	800.00	0.00	90.00
381.08	03/08/21	MPM Wristbands – Family Fun Days	20.00	4.00	150.00
382.08	05/08/21	JM Entertainment – Family Fun Day Jungle Fun Run Castle Acre	170.00	34.00	63.14
383.08	06/08/21	The Shared Plate – Family Fun Day Lunch Mumbles Hill	180.00	0.00	1,408.77
384.08	06/08/21	The Shared Plate – Family Fun Day Lunch Castle Acre	280.00	0.00	679.95
385.08	06/08/21	Branded Coffee Cups – Plastic Free Mumbles	1,008.00	0.00	5,095.48
386.08	06/08/21	Picseli – Multimedia Consultant August 2021	416.67	83.33	33.20
387.08	06/08/21	Lighthouse Theatre – Digital Archive Video	500.00	100.00	312.16
388.08	06/08/21	HMRC – Payroll Deductions Mth 4	915.76	0.00	88.32
389.08	06/08/21	Embark Treecare – Tree Work at Orchard	475.00	0.00	475.00
390.08	06/08/21	SA1 Solutions – IT Support	45.00	9.00	54.00
391.08	06/08/21	Claire Anderson – Phone July 2021	10.00	0.00	10.00
392.08	06/08/21	Virgin Media – Phone & Broadband August 2021	75.11	15.02	90.13
393.08	09/08/21	Maria Chrysostomou - Intern	1,455.68	0.00	1,455.68
394.08	20/08/21	OCA – Room Hire NHS Day	60.00	0.00	60.00
395.08	20/08/21	DWJ Group – Family Fun Day Posters	56.00	11.20	67.20
396.08	20/08/21	Uplands Market – Mumbles Market Environmental Stall	40.00	0.00	40.00
397.08	20/08/21	Phillips Services – Festoon Lighting Repairs	245.00	49.00	294.00
398.08	20/08/21	Peter Lynn – Legal Fees Skatepark Judicial Review	572.85	114.57	687.42
399.08	23/06/21	Swansea Council – Pension Contributions May	1,941.16	0.00	1,941.16

400.08	23/06/21	Atkins Accountants – Annual Returns 2020/21	81.50	16.30	97.80
401.08	24/06/21	All Saints Church – Ostreme Rent	3,750.00	0.00	3,750.00
402.08	25/06/21	Staff Salaries – June 2021	4,901.92	0.00	4,901.92
403.08	01/07/21	OCA – Ostreme Rent July 2021	800.00	0.00	800.00
	Total		37,631.59	2,223.37	39,854.96

404.08 Barclaycard Purchases – July 2021 Statement

Apple – iPad Additional Storage	0.79
Reach Publishing – Evening Post Subscription	20.54
Creative Cloud – Adobe for EEO	49.94
Catalyst2 Services – Website Hosting	15.59
Shred It – Confidential Waste	599.40
Giff Gaff – RFO Mobile Phone	6.00
Microsoft – Online Services	147.36
Microsoft – Online Services	100.32
Doodle – Annual Fee	73.89
Zoom – Monthly Fee	14.39
Total	1,028.22

405.08 Barclaycard Purchases – August 2021 Statement

Apple – iPad Additional Storage	0.79
Reach Publishing – Evening Post Subscription	20.54
Creative Cloud – Adobe for EEO	49.94
Catalyst2 Services – Website Hosting	15.59
Giff Gaff – RFO Mobile Phone	6.00
Learning Bugs – Family Fun Day/EEO Resources	38.75
Catering 24 – Family Fun Day/EEO Resources	13.44
Wildflower – Family Fun Day/EEO Resources	20.99
NHBS – Family Fun Day/EEO Resources	62.48
Microsoft – Online Services	124.08
Microsoft – Online Services	39.67
Zoro – Water Carriers	59.96
Field Studies Council – Family Fun Day/EEO Resources	56.00

Learning Bugs – Family Fun Day/EEO Resources	50.65
Amazon – Phone Tripod for Climate Emergency Meeting	11.69
Amazon – Projector Screen for Climate Emergency Meeting	94.99
Zoom – Monthly Fee	14.39
Total	679.95

£

406.08 Income

Reach PLC – refund of duplicate payment	480.00
Swansea University – Intern Grant	2,000.00
Swansea Council – Family Fun Day Grant	2,000.00
The Shared Plate – Lunch Refund	20.00
Joe’s Ice Cream – Mumbles Fest Trader	75.00
Swansea Council – Precept Instalment 2	207,033.33
Total	211,608.33

407.08 Bank Balances at 02/09/2021

£

Current Account	12,080.06
Savings Account	985,738.79
Total	997,818.85

408.08 Budget Monitoring 2021/22

The new committee structure will be set up on the Scribe accounting package during the week commencing 20/09/2021 and all income and expenditure in 2021/22 will then be entered and monthly bank reconciliations completed.

Once complete budget monitoring reports will be produced for each committee and a summary included in the monthly Finance Report to Council.

409.08 Councillor’s Individual Fund

RESOLVED to refer this back to the RFO.

410.08 Budget Timetable 2022/23

RESOLVED that the Budget Timetable 2022/23 is approved and is reported to each committee later this month so that the budget process commences at the September meetings.

411.08 Councillors Remuneration Policy 2021/22

RESOLVED that

- i. In respect of the Three full payments made to the Chairs of the Community & Development, Environmental, and Finance & Compliance Committees and two half payments are made to the joint chairs of the Cultural, Tourism & Communication committee
- ii. The Councillors Remuneration Policy 2021/22 is adopted, and the non-mandatory payments are approved.

Recommendation by the Environmental Well-being Committee

412.08 Green Underhill Report

The following proposal was recommended by the Environmental Well-being committee:

RECOMMEND that

- i. Our consultant is invited to a meeting with MCC/MCA to discuss the report at a cost of £285*
- ii. Following the meeting, MCC consultant to produce a costed list of actions to be considered at a cost of £450*

This resolution was **NOT PASSED**.

Meeting Closed at 8.03 pm.