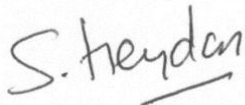


**Summons to the Monthly Meeting
of Mumbles Community Council to be held on
Tuesday 13 December 2022 at 6.30 pm
Hybrid Meeting at the Ostreme Centre and via Zoom**

Councillors:

Pam Erasmus
Rhian Evans
Rebecca Fogarty
Richard Jarvis
Phil Keeton
Sara Keeton
Rob Marshall
Helen Nelson
Francesca O'Brien
Angela O'Connor
Mike Parkin
Ian Scott
Will Thomas
Carrie Townsend Jones
Tim Zhou

You are **SUMMONED** the **MONTHLY MEETING** of **MUMBLES COMMUNITY COUNCIL** to be held on Tuesday,
13 December 2022 at 6.30 pm at the Ostreme Centre & via Zoom



Steve Heydon
Clerk to the Council
Dated 7 December 2022

Mumbles Community Council

Meeting Agenda – 13 December 2022 at 6.30 pm

Hybrid Meeting: at the Ostreme Centre and via Zoom

01 Apologies for Absence

02 Declarations of Interest

03 Presentation by Down to Earth

04 Public Participation

Members of the public may make representations, answer questions and give evidence at this meeting in respect of the business on the agenda.

05 Minutes of the Monthly Meeting held on 8 November 2022

To approve the Minutes of the Monthly Meeting held on 8 November 2022 as a correct record.

06 Clerk's Report

07 Chair's Report

08 Financial Report

PROPOSE that the electronic payments be retrospectively approved.

09 Disabled Parking Bay on Westbourne Place

PROPOSE that MCC contribute 50% of £2,300 for a disabled parking Bay on Westbourne Place.

Proposed by Cllr Will Thomas, Seconded by Francesca O'Brien & Angela O'Connor.

10 Date of MumblesFest 2023

Because the Iron man competition has been arranged for the originally agreed weekend:

PROPOSE that

- I. Standing orders are suspended to allow the matter to be re-visited within six months of the original decision
- II. MumblesFest be held on Saturday, 8 July 2023

11 MumblesFest Task & Finish Group Terms of Reference

CONSIDER the attached terms of reference

12 Planning Application No: 2022/2531/FUL

13 Direct Food Support Fund

14 Welsh Language Scheme

Recommendations by the Community & Social Development Committee

15 Langland Tennis Court 3 – Fencing & Gate

RECOMMEND that:

- i. Standing orders are suspended to allow the matter to be re-visited within six months of the original decision
- ii. A formal tendering exercise is commenced for the replacement fencing for Court 3 with support from a suitably qualified professional at an estimated cost of £3-4,000
- iii. The quote of £4,400.00 to install a Clubspark gate together with maintenance costs of £536/year for a 5-year contract is accepted.

16 Crossing at Llwynderw

RECOMMEND proceeding with crossing.

17 Questions to the Chair of the Community & Social Development Committee

Recommendations by the Culture, Tourism & Communications Committee

18 Presentation on Website Refresh

19 Questions to the Chair of the Culture, Tourism & Communications Committee

20 Questions to the Chair of the Finance & Compliance Committee

21 Questions to the Chair of the Environmental Committee

22 Exclusion of Press & Public

CONSIDER that the press and public be excluded from the remainder of the meeting to progress confidential staffing matters.

23 Report from the Personnel Committee



Minutes of the Meeting of Mumbles Community Council held on 8 November 2022 at 6.30 pm (Hybrid Meeting Ostreme Centre and via Zoom)

Members Present: Carrie Townsend Jones (Chair), Rebecca Fogarty (Vice-Chair), Pamela Erasmus, Rhian Evans, Richard Jarvis, Phil Keeton, Sara Keeton, Rob Marshall, Helen Nelson, Francesca O'Brien, Angela O'Connor, Michael Parkin, Ian Scott, Will Thomas & Tim Zhou

Officer Present: Paul Beynon

C02211-01 Apologies for Absence

None

C02211-02 Declarations of Interest

Carrie Townsend Jones declared a personal and prejudicial interest in item C02211-07 as she was in receipt of expenses

Francesca O'Brien declared a personal and prejudicial interest in item C02211-07 as she was in receipt of councillor remuneration.

Standing Orders were suspended to allow members of the public to speak.

C02211-03 Public Participation

Three questions were asked by a member of the public which were responded to by the Chair

The meeting was reconvened under Standing Orders

C02211-04 Minutes of the Monthly Meeting held on 11 October 2022

RESOLVED to approve the Minutes of the Monthly Meeting held on 11 October 2022 as a correct record.

C02211-05 Clerk's Report

There was no Clerk's report this month

C02211-06 Chair's Report

The Chair read her report.

RESOLVED that the report be noted.

C02211-07 Financial Report

RESOLVED that the electronic payments shown in Appendix 1 be retrospectively approved, and the remainder of the report be noted.

C02211-08 Election of Chair of Culture, Tourism and Communications Committee

RESOLVED not to suspend Standing Orders to allow Cllr Rob Marshall to stand for election.

RESOLVED that Cllr Phil Keeton be elected Chair of the Culture, Tourism and Communications Committee.

C02211-09 Election of Chair of the MumblesFest 2023 Task and Finish Group

RESOLVED that former councillor Clare-Anna Mitchell is not requested to continue as Chair of the MumblesFest 2023 Task and Finish Group.

Councillors Pamela Erasmus and Rob Marshall put their names forward for election and a named vote was called for. The vote was

For Cllr Pamela Erasmus – Cllrs Pamela Erasmus, Rebecca Fogarty, Phil Keeton, Sara Keeton, Carrie Townsend Jones and Tim Zhou,

For Cllr Rob Marshall – Cllrs Rhian Evans, Richard Jarvis, Rob Marshall, Helen Nelson, Francesca O'Brien, Angela O'Connor, Michael Parkin, Ian Scott and Will Thomas.

RESOLVED that Cllr Rob Marshall be elected Chair of the MumblesFest 2023 Task and Finish Group.

Cllr Richard Jarvis left the meeting at 19.54.

C02211-10 Committee Vacancies

AGREED that Cllr Tim Zhou serve on the Environmental Committee and any councillors wishing to fill vacancies on Committees contact the Clerk

CO2211-11 To appoint observers to the meetings of the governing bodies of the following organisations

AGREED that the following serve as observers on the governing bodies

- i. Oystermouth Historical Society – Cllr Ian Scott
- ii. West Cross Community Association – Cllr Rebeca Fogarty
- iii. Mumbles Development Trust – Cllr Phil Keeton
- iv. Steering Committee of MCA – appointment no longer required
- v. Ostreme Management Committee – appointment no longer required

CO2211-12 To appoint representatives to the following organisations

AGREED that the following serve as representatives on the governing bodies

- i. One Voice Wales – Swansea Area Committee – Cllrs Will Thomas and Pamela Erasmus
- ii. Town/Community Council’s Forum – Cllr Sara Keeton
- iii. One Voice Wales – Larger Council’s Committee – Cllrs Carrie Townsend Jones and Will Thomas
- iv. Twinning Association of Mumbles – Cllr Rebecca Fogarty

CO2211-13 Amendment to Standing Orders

RESOLVED that Standing Order 3. c be amended to the following

‘The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break, a bank holiday or a day appointed for public thanksgiving or mourning.’

CO2211-14 Corner of Llwynderw and Heneage Road

Using funds from the Contingency Fund

RESOLVED that

- i. The scheme be installed.
- ii. The cost be shared with the City Councillor for Mayals and Mumbles Community Council’s contribution will be £1,106.

Recommendations by the Culture, Tourism and Communications Committee

CO2211-15 Bleak Midwinter and Warm Hub Events

Using funds from CTC17 Marketing and Publicity

RESOLVED that



- i. Retrospective approval is given to the registering the Council's events with the Warm Welcome Campaign and the purchasing of two banners.
- ii. For the purposes of the Warm Welcome Campaign approval in principle is given to the Draft Volunteering Policy with the Policy being finalised by the Policies Task and Finish Group.

C02211-16 Christmas Lights Road Closure Event

Using funds from the Contingency Fund

RESOLVED that a grant of £2,500 is made to Mumbles Traders for the Christmas Lights Road Closure Event.

Standing Orders were suspended to allow the meeting to continue beyond 2 hours.

C02211-17 Christmas Ward Parties

Using funds from CTC8 Community Parties

RESOLVED that powers are devolved to the RFO to work with Ward Councillors to spend £2,000 to deliver parties in each Ward.

C02211-18 Christmas Lights

RESOLVED that retrospective approval is given to the commissioning of the electrical contractor to put up the Christmas Lights.

C02211-19 Questions to the Chair of the Culture, Tourism and Communications Committee

No questions were asked

Recommendations by the Finance and Compliance Committee

C02211-20 Grant Request Grange Primary School

Using funds from FC1 – Small and Medium Grants and the Contingency Fund

RESOLVED that a grant of £20,000 be made to Grange Primary School for improvements to the school yard subject to further discussions with the Headteacher over the phasing of the work.

C02211-21 Grant Request Mumbles Bowls Club

Using funds from FC1 Small and Medium Grants



RESOLVED that a grant of £1,811.40 is made to Mumbles Bowls Club towards the maintenance of the bowls green,

C02211-22 Grant Request Sculpture by the Sea

Using funds from FC1 Small and Medium Grants

RESOLVED that a grant of £3,200 is made to Sculpture by the Sea towards the cost of the 2023 project with the payment being made from the 2023/24 budget.

C02211-23 Questions to the Chair of the Finance and Compliance Committee

No questions were asked.

Recommendations by the Environmental Committee

C02211-24 Wildflower Planting

Using funds from ENV2 – Wildflowers

RESOLVED that £500 is made available for use around the four wards to buy bulbs for autumn planting.

C02211-25 Questions to the Chair of the Environmental Committee

Cllr Will Thomas asked for an update on the NRW Grant application for funding to repair paths in Castle Woods and was informed that the application was unsuccessful.

C02211-26 Questions to the Chair of the Community and Social Development Committee

No questions were asked

C02211-27 Exclusion of the Press and Public

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

C02211-28 Staff Cover for Absence

RESOLVED that the recommendations of the Personnel Committee be agreed subject to the change in the salary grading for the additional hours to be worked.

C02211-29 Employee Budget 2023/24 Report

RESOLVED that the Financial Regulations are updated to allow the signed copy of the Employee Budget to be kept electronically rather in hard copy form.

C02211-30 TUPE of OCA Staff

RESOLVED that the recommendations made by the Personnel Committee be agreed.

C02211-31 Equipment and Storage

Using funds from the Contingency Fund

RESOLVED that the storage facility and equipment be purchased subject to consultation with Down to Earth on the impact on any re-development proposals for the Ostreme Centre.

Meeting Closed at 9.07 pm



Appendix One Payments for Retrospective Approval

		£	£	£
03/10/22	OCA – Minor Hall Rent	800.00	0.00	800.00
14/10/22	Virgin Media – Broadband and Phone September 2022	73.50	14.70	88.20
14/10/22	Cllr Clare-Anna Mitchell – Scarecrow Competition Prize	50.00	0.00	50.00
14/10/22	Cllr Clare-Anna Mitchell – Laser Show Wristbands	8.99	0.00	8.99
14/10/22	Cllr Clare-Anna Mitchell – World Cup Poster Prize	46.00	0.00	46.00
18/10/22	NSP HR Solutions – ESEO Recruitment	1,750.00	350.00	2,100.00
18/10/22	Atkins Accountants – Payroll Q2 2022/23	55.00	11.00	66.00
18/10/22	Cartwn Cymru – Welsh Translation	140.00	28.00	168.00
18/10/22	NSP HR Solutions – August 2022	159.00	31.80	190.80
18/10/22	SLCC Enterprises – Conference	45.00	9.00	54.00
18/10/22	Hurley and Davies – Underhill Monitoring Surveyor	690.00	138.00	828.00
18/10/22	South Wales Arborists – Skatepark Tree Work	1,415.00	283.00	1,698.00
20/10/22	BT Group – Back Up Service	29.85	5.97	35.82
21/10/22	MCA – Underhill Grant Payment Notice 10	136,552.57	0.00	136,552.57
21/10/22	Maverick – Skatepark Payment Notice 1	38,518.68	7,703.74	46,222.42
21/10/22	Royal British Legion – Remembrance Wreath	18.00	0.00	18.00
21/10/22	OCA – Coffee with Friends Hall Hire	138.00	0.00	138.00
21/10/22	Hurley and Davies – Skatepark Project Manager – Phase 1	1,190.60	238.12	1,428.72
21/10/22	Hurley and Davies – Skatepark Project Manager – Phase 2	1,519.60	303.92	1,823.52
21/10/22	Rosie Cooze – Coffee with Friends Cakes and Coffee	18.00	0.00	18.00
21/10/22	SA1 Creative – Multimedia Consultant October 2022	700.00	140.00	840.00
21/10/22	Matthews Commercial Services – Disposal of Confidential Waste	37.50	7.50	45.00
21/10/22	Stage Lighting Services – Laser Show	550.00	110.00	660.00
21/10/22	Barclaycard October 2022 – see below	1,044.89	0.00	1,044.89
25/10/22	Staff Salaries – October 2022	6,849.29	0.00	6,849.29
25/10/22	Taylor Bowden-Parry – Underhill Video and Photography	375.00	0.00	375.00
25/10/22	Taylor Bowden-Parry – Skatepark Video and Photography	375.00	0.00	375.00
25/10/22	Hurley and Davies – Underhill Monitoring Surveyor	690.00	138.00	828.00
25/10/22	Gower Unearthed – Digital Archive Phase 2	3,333.33	0.00	3,333.33

25/10/22	Gower Unearthed – Heritage Co-ordinator Final Payment	1,000.00	0.00	1,000.00
25/10/22	Cllr Carrie Townsend Jones – MEEP Flowers	41.99	0.00	41.99
25/10/22	Harcourt Printing – Halloween Party Posters	10.00	2.00	12.00
25/10/22	AR Property Development – Ostreme Painting	3,535.60	707.12	4,242.72
25/10/22	Shani’s Glitter and Paints – Halloween Party	240.00	0.00	240.00
25/10/22	Clare-Anna Mitchell Laser Show Festoon Stakes	46.98	0.00	46.98
26/10/22	Taylor Bowden-Parry – Underhill Video and Photography	375.00	0.00	375.00
27/10/22	SA1 Solutions – Laptop	599.61	119.92	719.53
27/10/22	Down to Earth – Ostreme Development Consultant	11,250.00	2,250.00	13,500.00
27/10/22	Maverick – Skatepark Contract Variations	5,360.00	1,072.00	6,432.00
27/10/22	Maverick – Skatepark Payment Notice 2	111,679.82	22,335.96	134,015.78
27/10/22	City Loo Hire – Laser Show	290.00	58.00	348.00
28/10/22	Cllr Francesca O’Brien – Councillors Remuneration 2022/23	120.00	0.00	120.00
28/10/22	Phillips Services (Wales) Ltd – Festoon Lighting Repairs	1,331.17	266.23	1,597.40
28/10/22	TecInteractive – Hybrid Meeting Equipment	6,997.00	1,399.40	8,396.40
01/11/22	OCA – Minor Hall Rent	800.00	0.00	800.00
	Total	340,847.97	37,723.38	378,571.35

Barclaycard Purchases – October 2022 Statement

Shaws – Book of Condolence Pages	20.80
Zoom – Annual Membership for 2 Users	277.55
Executive Retail – Book of Condolences	42.94
Information Commissioners Office – Annual Subscription	40.00
Catalyst2 Services – Additional Disk Space	6.00
Adobe – Adobe Creative	51.98
Dwr Cymru Welsh Water – New Connection Quote	97.20
Dwr Cymru Welsh Water – New Connection Quote	97.20
The Lovespoon Gallery – Twinning Gift	55.00
Catalyst 2 – Website Hosting	16.79
Giff Gaff – RFO Mobile Phone	6.00
Microsoft – Online Services	146.64
Microsoft – Online Services	140.40

Breathe - HR System	14.40
Apple - Additional Storage	0.79
The Purple Guide - Annual Subscription	30.00
1 and 1 IONOS - Councillors Website	1.20
Total	1,044.89





Chair's Report

December 2022

Welcome to my Chair's Report for December

During the last month I was honoured to represent Mumbles Community Council at the Remembrance Service at All Saints Church and to lay a wreath at the War Memorial in Southend Gardens. I also attended a delightful carol service by the English Centre, Spain. They are an international school based in Spain but with close ties to the Mumbles area as their founder lived in Caswell and this is the first time that their school choir has come to Wales to perform in four concerts across the country. I am really pleased that Oystermouth School are developing links with the school.

I also attended the One Voice Wales National Executive Committee's Commercial and Communications meeting. This was my first meeting as a member of the National Executive Committee and I hope that my membership of the NEC will give MCC a real opportunity to input into the work of OVW and how it can best serve Community and Town Councils in Wales.

The Warm Hubs initiative is proving to be increasingly popular, particularly the Tuesday events and the monthly Community Quiz at West Cross Community Centre. Numbers at the Friday afternoon sessions at West Cross Community Centre are still quite small but we are sure that as word gets around we will soon be getting bigger attendances. I would like to congratulate Cllr Fogarty on successfully applying for a grant to support our warm hubs and the money awarded will enable us to offer Soup and a Roll or other light meal at all our Warm Hubs from January as well as hopefully purchasing a freezer to enable us to take advantage of donations of food from local supermarkets so it can be kept until needed.

All four wards are organising Christmas Events for their residents with Mayals and West Cross providing lots of children's activities during the week after Christmas and Oystermouth holding a festive lunch and film for older residents.

The Skatepark continues to make fantastic progress and I would like to thank Swansea Council's Landscape Architect, Catherine Matthews for her really helpful advice on maximising the diversity and potential wildlife habitats of the grassed areas around it.

By the time of the meeting I will have attended the One Voice Wales Innovation Conference which is an annual event showcasing the innovative work of Town and Community Councils across Wales.

There will be a by-election on January 12th for the vacancy in Oystermouth and I look forward to welcoming a new councillor to the Council.

I will take this opportunity to wish everyone a very Merry Christmas and a Happy New Year and to thank our wonderful staff team for their fantastic work over the year. They will be taking a very well earned rest over Christmas and the office will re-open on January 3rd.

Thank you

Carrie T Jones

Chair, Mumbles Community Council

Finance Report

13 December 2022

1 - Electronic Payments for Retrospective Approval

	£	£	£
01/11/22 One Voice Wales – Councillor Training	210.00	0.00	210.00
11/11/22 Amazon – Halloween Party Balloons	19.09	3.82	22.91
10/11/22 Meg Jordan – Mileage October 2022	9.72	0.00	9.72
04/11/22 Cllr Sara Keeton – Halloween Party Food	146.86	0.00	146.86
04/11/22 Morryston Orpheus Choir – Laser Show	350.00	0.00	350.00
04/11/22 Jules Rees – Minor Hall Painting Preparation	180.00	0.00	180.00
04/11/22 Clare-Anna Mitchell – Laser Show Van Hire	133.99	0.00	133.99
08/11/22 Hurley and Davies – Skatepark Project Manager – Phase 1	1,190.60	238.12	1,428.72
08/11/22 Hurley and Davies – Skatepark Project Manager – Phase 2	1,519.60	303.92	1,823.52
09/11/22 Cllr Carrie Townsend Jones – Coffee with Friends Cakes 01/11/2022	9.59	0.00	9.59
09/11/22 Swansea Council – Family Fun Days Sports Coaching Sessions	50.00	0.00	50.00
09/11/22 Virgin Media – Phone and Broadband November 2022	73.50	14.70	88.20
09/11/22 Celf Calon – Laser Show Photographer	100.00	0.00	100.00
09/11/22 MIW Water Cooler Experts – 4 x Water Coolers	12,516.00	2,503.20	15,019.20
16/11/22 HMRC – Payroll Deductions October 2022	1,352.78	0.00	1,352.78
16/11/22 Amazon – Office Paper	4.16	0.83	4.99
16/11/22 OCA – Arts & Crafts Room Hire 19/10/22	25.00	0.00	25.00
16/11/22 OCA – Oxford Brookes Mumbles Project Hall Hire	32.00	0.00	32.00
16/11/22 Swansea Council – Pension Contributions October 2022	1,923.50	0.00	1,923.50

16/11/22	Mumbles Community Association – Underhill Grant Payment Notice 11	113,776.85	0.00	113,776.85
17/11/22	Total Sound Solutions – Laser Show	1,278.35	255.67	1,534.02
17/11/22	Clare-Anna Mitchell – Laser Show Van Fuel	57.34	0.00	57.34
17/11/22	Cllr Carrie Townsend Jones – Welsh Course	90.00	0.00	90.00
17/11/22	Taylor Bowden-Parry – Photography and Video Underhill	375.00	0.00	375.00
17/11/22	Taylor Bowden-Parry – Photography and Video Skatepark	375.00	0.00	375.00
17/11/22	Swansea Council – Groundsperson Car Park Season Ticket	175.00	35.00	210.00
17/11/22	Silurian Security – Laser Show	877.25	175.45	1,052.70
17/11/22	Cllr Carrie Townsend Jones – Coffee with Friends Cakes	9.57	0.00	9.57
17/11/22	Reach Lasers – Laser Show	5,877.00	1,175.40	7,052.40
18/11/22	Circle Waste – Skip Hire Ostreme	165.00	33.00	198.00
21/11/22	Barclaycard Statement November 2022 – see below	717.65	0.00	717.65
22/11/22	Mumbles Traders – Xmas Event Grant	2,500.00	0.00	2,500.00
22/11/22	Taylor Bowden-Parry – Photography and Video Skatepark	375.00	0.00	375.00
22/11/22	SA1 Solutions - IT Support	31.00	6.20	37.20
22/12/22	SA1 Creative – Multimedia Consultant November 2022	700.00	140.00	840.00
22/11/22	Amazon – Cable Ties	7.43	1.49	8.92
25/11/22	Staff Salaries – November 2022	11,503.02	0.00	11,503.02
01/12/22	OCA – Minor Hall Rent	800.00	0.00	800.00
	Total	159,536.85	4,886.80	164,423.65

Barclaycard Purchases – November 2022 Statement

Catalyst2 Services – Additional Disk Space	6.00
Adobe - Adobe Creative	51.98
Catalyst 2 – Website Hosting	16.79
Giff Gaff – RFO Mobile Phone	6.00
Microsoft – Online Services	146.64

Microsoft – Online Services	140.40
Breathe – HR System	14.40
Click Up - Subscription	7.95
Apple – Additional Storage	0.79
Boels Rental – Laser Show Generator	325.50
1 and 1 IONOS – Councillors Website	1.20
Total	717.65

2- Income	£
Total	0.00

3 – Bank Balances at 06/12/2022	£
Current Account	8,846.00
Savings Account	1,136,243.02
Total	1,145,089.02

4 - Budget Monitoring to 31/10/2022

The Budget Monitoring reports to 31/10/2022 are summarised in the table below.

Service	Budget £	Actual £	+/- Under/Over £
Community & Social Development	1,939,250	831,009	1,108,241
Culture, Tourism & Communications	133,400	36,356	97,044
Environmental	104,400	2,918	101,482
Finance & Compliance	185,700	79,711	105,989
Ostreme Centre	11,950	500	11,450
General Fund	46,250	22,287	23,963
Office Costs	2,400	6,845	-4,445
Payroll	171,300	94,083	77,217
Contingency	31,150	0	31,150
Total	2,625,800	1,073,709	1,552,091

Actual expenditure to 31/10/2022 represents 40.9% of the annual budget for 2022/23.

MumblesFest Task & Finish Group

Terms of Reference (Draft)

1. Mission:

The mission of the group is to organize the annual MumblesFest in July each year, creating an enjoyable, sustainable, and environmentally friendly festival, celebrating Welsh language & culture, and showcasing local Welsh talent and business, to be enjoyed by locals and visitors of all ages.

2. Objectives:

- a. To that priority is given to local traders
- b. To provide a mix of Welsh Language and English Language bands/performers
- c. To ensure that no single use plastic is used on the site (if anyone kicks off about this, it doesn't prevent people bringing their own bottled water if they won't use a water fountain/bottle filler)
- d. To ensure that traders to use recyclable/degradable containers and glasses etc.
- e. To ensure that all schools be invited to form a choir singing in both Welsh and English
- f. MumblesFest will aim to become move towards becoming a fully bilingual Festival

3. Composition:

a. Membership:

The Committee will consist of: - A minimum of six and maximum of nine councillors appointed by the Council at the Annual Meeting each May.

(Members of the public can be co-opted onto the committee at any time during the year. Co-opted members will not have voting rights.)

b. Chairship:

The Council will appoint the chair of the Task & Finish Group at the Annual Meeting of Council

c. Meetings:

The Committee will agree a regular date and time for meetings and produce a schedule of meetings at its first meeting after the Council's Annual Meeting. There must be a minimum of four meetings in any year (May to April)

d. Voting:

The non-voting members may not vote on resolutions

e. Quorum:

The quorum for a meeting will be no less than three

f. Rules & Regulations:

The Councilors CODE OF CONDUCT will apply to all members of the Committee.

g. The conduct of meetings, i.e., declarations of interests, debates, voting, etc., will be governed by the council's Standing Orders.

4. Rights and Powers:

a. Expenditure incurred within this Financial Year must not exceed the income received from this year's festival - £15,241.89 - without Full Council approval

b. No expenditure to be incurred unless it has complied with all Financial Regulations particularly regarding getting three quotes, and putting tenders out

c. To delegate powers to the Clerk and RFO to purchase items up to £1000 if approved by MumblesFest T&F Group by a recorded majority vote

d. All expenditure over £1000 must be approved by Full Council

e. Must produce a written report each month to full council including a full breakdown of all expenditure incurred

f. No accommodation costs to be paid for unless approved by full council

g. All local pubs/bars be invited to tender to have a stand in the Beer Tent with three bars selected by the RFO to be given contracts

h. All publicity and signage to be bilingual

i. All acts contracted for MumblesFest are to come from:

j. Firstly - the local area

k. Secondly - within travelling distance of Mumbles

- l. Thirdly (and only in exceptional circumstances) from other parts of Wales
- m. Any accommodation for acts must be approved by full council.

5. Responsibilities:

The Committee is responsible for:

- a. Ensuring that priority is given to local traders
- b. Providing a mix of Welsh Language and English Language bands/performers
- c. Ensuring that no single use plastic is used on the site (if anyone kicks off about this, it doesn't prevent people bringing their own bottled water if they won't use a water fountain/bottle filler)
- d. Ensuring that traders to use recyclable/degradable containers and glasses etc.
- e. Ensuring that all schools to be invited to form a choir singing in both Welsh and English



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Planning – Application Summary

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2022/2531/FUL | Demolition of existing garage and ice cream parlour and construction of a detached dwelling | West Cross Garage
93 Mumbles Road West Cross Swansea SA3 5TW

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Summary [Further Information](#) [Contacts](#) [Important Dates](#)

Reference	2022/2531/FUL
Alternative Reference	PP-11607328
Application Received	Wed 26 Oct 2022
Application Validated	Fri 11 Nov 2022
Address	West Cross Garage 93 Mumbles Road West Cross Swansea SA3 5TW
Proposal	Demolition of existing garage and ice cream parlour and construction of a detached dwelling
Status	Being Considered
Appeal Status	Unknown
Appeal Decision	Not Available

There are 14 documents associated with this application.

There are 0 cases associated with this application.

There is 1 property associated with this application.

<i>Please ask for:</i> <i>Gofynnwch am:</i>	Ros Howell
<i>Direct Line:</i> <i>Llinell Uniongyrochol:</i>	07887 055156
<i>e-Mail</i> <i>e-Bost:</i>	TacklingPoverty@swansea.gov.uk
<i>Our Ref</i> <i>Ein Cyf:</i>	DFSF-22/23
<i>Your Ref</i> <i>Eich Cyf:</i>	
<i>Date</i> <i>Dyddiad:</i>	28 th November 2022

Dear Paul

RE: Direct Food Support Fund 2022/2023

In response to your recent application, the Direct Food Support Funding Panel of Swansea Council decided to offer Mumbles Community Council, a grant of £912.

The offer is made in accordance with your submitted application and the items requested (question 4), beneficiary targets (questions 5&6), funding requested (question 7) and the attached Terms and Conditions of grant. The funding can only be utilised for supporting residents of Swansea.

Please sign and return the attached contract via email.

If you have any further questions, please contact me as per details above.

Yours sincerely

Ros Howell
On Behalf of the Direct Food Support Funding Panel



Direct Food Support Fund 2022/23 Guidance for Applicants

Swansea Council has received funding from Welsh Government to offer organisations to help meet the increased demand for crisis food provision in Swansea.

1. Who is Eligible to apply?

Charitable or voluntary organisations, those with charitable objectives and not-for-private-profit organisations.

2. Fund Criteria

The purpose of the funding is to support an increased number of people facing food poverty by strengthening existing community food initiatives across Swansea, including a focus on activity that helps to address the root causes of food poverty. The terms and conditions of the grant state:

Capital funding should support organisations to access, store and distribute additional supplies of food, including good food surplus, boosting their capacity to provide good quality, nutritious food to their customers. For example, but not limited to:

- *Purchasing fridges, freezers and cooking equipment*
- *Purchasing storage*

Revenue funding can be used to develop or strengthen projects such as social supermarkets, community cafes, lunch clubs and community cookery classes. For example, but not limited to:

- *Purchase of good quality food & essential goods*
- *Providing specialist support for initiatives such as outreach work, training for volunteers and development of community hubs which co-locate a range of support services*
- *Overhead costs*
- *Volunteer expenses*

Therefore, we would welcome applications for capital and/or revenue funding that address issues relating to food poverty including the root causes.

3. How to apply

Please complete the application form and provide the necessary additional information required.

Failure to provide the required information may result in delays in assessment or the application becoming ineligible for consideration.

4. Levels of Funding

In total, there is £31,856 revenue funding and £9,545 capital funding available for Swansea from the Direct Food Support Fund 2022/23. Taking into consideration the number of applications that we anticipate receiving, we would suggest that applications are for up to £1,100. Each application will be assessed on its merits.

Should you wish to discuss your application prior to submitting, please contact tacklingpoverty@swansea.gov.uk.

The funding will need to be spent by **31st March 2023**.

5. Closing dates

The closing date for applications is **Friday, 18^h November 2022**.

6. Application Criteria and Assessment

All applications will be assessed against the criteria below and applicants will be required to demonstrate:

- Organisational status/charitable objectives (Q2 & 3)
- That the funding will address the Fund Criteria or an identified food poverty need (Q4)
- Number of beneficiaries (Q5)
- Accessibility and equal opportunities (Q6)
- Full financial breakdown of the funding requested (Q7)

**Direct Food Support Fund 2022/23
Application Form**

Swansea Council is the data controller for the personal information you provide on this form. Your information will be used in the exercise of our official authority and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a public task. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice on our website.

Should you require this information in a different format, please contact the Tackling Poverty Service, Swansea Council, via email tacklingpoverty@swansea.gov.uk. Please return the completed application by email tacklingpoverty@swansea.gov.uk.

Checklist

Use this checklist to ensure you are sending a complete application

- All questions have been answered
- The application has been signed by the relevant people
- A copy of the application form has been kept for future reference
- You must enclose:
 - Copy of Organisation's constitution/governing document
 - Latest Annual Accounts

Q1

Contact name: Paul Beynon
Name of organisation: Mumbles Community Council
Address: Minor Hall, Ostreme Centre, Mumbles, SA3 4BA
Email: paul.beynon@mumbles.gov.uk
Tel: 01792 363598

Q2

a) Status of Organisation (charity, community interest company etc)
Community Council
b) Charity or other registration number (if applicable)
Not applicable

c) When was your organisation established

1983

d) Does your organisation have a bank account in its name requiring authorisation of two signatures for withdrawals?

Yes

Q3

Briefly describe the main activities of your organisation

As a community council our activities are focused on the well-being objectives of the Well-being of Future Generations Act: Economic, Environmental, Community & Social and Cultural Well-being. Recent activities to achieve these objectives include:

- Development of local sports and recreation facilities including improved facilities at Underhill Park, redevelopment of Mumbles Skatepark, installation of multi-use sports court at Langland
- Delivery of social activities including family fun days, activities for older people such as film afternoons, pottery painting, coffee with friends, community quiz night
- Improvement of natural environment through activities such as litter picks, bulb planting etc.
- Development of natural assets such as new Norton Nature Reserve
- Response to local need such as coordination of Covid-19 Community Response

Q4

Please provide details of the additional costs you are seeking funding for and why there is a need for this?

We have identified the opportunity to meet the needs of local residents through the winter by increasing the regularity of some of our usual activities and by expanding these into new localities. We are seeking funding to increase the regularity of what is now our Coffee with Friends (aiming to turn into Lunch with Friends subject to this funding being awarded) at the Ostreme Centre in Mumbles from monthly to weekly, as well as increase the regularity of activity at West Cross Community Centre from monthly (currently community quiz night) to weekly and extend the hours to start earlier at 4:30pm. With this funding we would be able to provide a square meal free of charge to all who attend, whereas we are currently only able to offer hot drinks and snacks. We are also aiming to ensure there is a warm space offer in Newton, where currently we are unaware of any activity that is offering food free of charge.

Our estimates below are based on being open at 3 sites every week excluding Christmas between now and the end of March (16 weeks). Mumbles Community Council has committed up to £4000 to this project, which is to cover building hire,

catering, activities such as purchase of board games, children's toys etc. and any expenses associated with volunteering such as training costs, reimbursement of expenses etc. With the additional funding requested, we will be able to enhance our existing activities to start to address food poverty in the area, working with local shops and charitable organisations to offer healthy, balanced meals in a supportive, relaxed environment.

Mumbles is a very diverse area, with some areas of high deprivation where we know that families are already experiencing poverty. Looking at the income of parts of West Cross, for example, are in the top 20% most deprived parts of Wales (WIMD data, 2019). However, we also know that in parts of the Mumbles area there are people who may be asset rich but are cash poor, and with increased energy bills may be struggling to pay for basic necessities such as food for the first time. We have a large elderly population who are at particular risk through the winter and will be more vulnerable if they are forced to turn their heating off in order to be able to pay for food. It is therefore very important that they have somewhere they can access food in a friendly environment with no judgement.

We are particularly focusing on improving the experience of volunteers working with us. This includes offering a more attractive training package, which with this funding can include food hygiene training. We believe that volunteering with us on our warm welcome initiatives will be a way for some people to reap the benefits of the initiatives where they might have felt stigma in attending as a recipient of the service. Being able to provide a meal at these events throughout the week will make the volunteering experience more rewarding, as well as improving the offer for recipients.

As a Council we support the Plastic Free Mumbles campaign as well as other environmental initiatives and would therefore want to ensure that we produce as little waste as possible. We have therefore also requested funding for reusable containers and a freezer. The containers will enable us to provide any leftovers for people to takeaway and bring the container back the following week and the freezer will allow us to store surplus food we get donated until we need it. We have included a contingency in this on the basis that there will no doubt be some containers that are not returned.

Q5

How many people do you expect to benefit from this additional funding and how will these be measured? *(It is a requirement of the grant to report the number of people benefiting from the funding).*

We will keep records of the numbers of people receiving meals at each of our warm welcome activities. We have experience in recording the number of people benefiting from grant funding at community activities before, such as our 'Summer of Fun' Family Fun Days, so we are confident we will be able to keep accurate records even in the organic environment of a community social event.

Based on numbers attending recent 'Coffee with Friends' which gives us the best indication of need, we anticipate 20-25 people attending each event, so our estimates of how many people in total would be:

HIGH: 1200 people (based on 3 activities each week, subject to new activity starting in Newton, and upper estimate of 25 people per activity – 3 x 25 x 16 weeks)

LOW: 640 (based on 2 activities each week, and lower estimate of 20 people per activity – 2 x 20 x 16)

In reality it is likely the final figure will be somewhere between these two estimates.

Q6

Who is your target audience and how will you ensure that the project is open and available to everyone in your target audience?

Our activities are deliberately designed to be attractive and enjoyable for all, no matter your background, age, or circumstances. The events are set up 'café-style' so attendees can sit with whoever they want, there will be volunteers around to ensure no one is alone who doesn't want to be.

We have an excellent relationship with both PCSOs and our Local Area Coordinator who attend our current events and are very effective in spreading the word to particularly isolated or vulnerable individuals. We would share further information with them. In addition, we would share information with our local schools, churches and businesses. We currently have posters up in shops, community centres, Oystermouth Library and pharmacies, and this publicity effort will be stepped up as the winter progresses.

We have an active social media and web presence and this is likely to be particularly useful for reaching families who would benefit from the 'after school' slot on the Friday night, when we will be at West Cross Community Centre. We have found this to be very successful in attracting families to our free family fun activities over the school holidays, which can also be a time of financial difficulty.

We will also advertise in local media such as the Mumbles Times and via community notice boards as we know this the best way to reach the older population who we are particularly concerned about locally at this time.

Q7

Financial Information – Please provide a breakdown of the funding requested	
Capital Items	Cost
Reusable containers	£150

Freezer	£250
Sub-total	£400
Revenue Items	Cost
Food ingredients (£35 budget per week, based on accessing 30% discount from Co-op i.e. £24.5 per week actual cost)	£392
Volunteer training x 6 volunteers	£120
Revenue Sub-total	£512
Total Costs	£912

DECLARATION

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

Signature of main contact:



Date: 18.11.2022

Second signature:



Date: 18/11/2022

		MUMBLES COMMUNITY COUNCIL'S WELSH LANGUAGE SCHEME
	1	Mumbles Community Council has adopted the principle that in the conduct of public business in Wales it will treat Welsh and English on a basis of equality. This scheme sets out how the Council will implement that principle in the provision of services to the public in Mumbles.
	2	The Council recognises that members of the public can express their views and needs better in their preferred language, that enabling them to use their preferred language is a matter of good practice rather than a concession and that the denial of that right could place members of the public at a real disadvantage. The Council will therefore offer the public the right to choose which language to use in dealings with the Council.
	3	<p>In relation to this Scheme, the Council aims:</p> <ul style="list-style-type: none"> ○ to enable everyone who receives or uses the Council's services or contributes to the democratic process to do so through the medium of Welsh or English, according to personal choice. ○ to encourage the use of the Welsh language in the community. ○ to encourage others to use the Welsh language in the community.
	4	<p>Amongst the Council's main duties are:</p> <ul style="list-style-type: none"> ○ consider planning matters; ○ suggest improvements regarding highways; ○ provide Christmas lights every year; ○ provide financial assistance for various voluntary organisations and charities; ○ look after public seating and notice boards;

		<ul style="list-style-type: none"> ○ appoint representatives to numerous local and outside bodies. ○ provide sporting and other recreational facilities
	5	<p>The Council has 18 elected members, and the Clerk works part time.</p> <p>There are a number of social, cultural and community groups that play a prominent part in the life of the community. The Council is working to promote community development and social activities and respond to local needs to improve the living standards in the area.</p>
	6	<p>Policies and initiatives</p>
		<p>In devising new policies and initiatives the Council will:</p> <ul style="list-style-type: none"> ○ assess their linguistic effect and ensure that they are consistent with the Welsh Language Scheme; ○ promote and facilitate the use of Welsh wherever possible and will move closer to implementing the principle of equality fully at every opportunity; ○ consult with the Welsh Language Commissioner in advance regarding proposals that will affect the scheme, or the scheme of any other public body. The scheme will not be altered without the Commissioner's agreement; ○ ensure that those involved in formulating policy will be aware of the Scheme, and of the Council's responsibilities under the Welsh Language Act 1993 and the Welsh Language (Wales) Measure 2011; ○ ensure that the measures contained in the Scheme are applied to new policies and initiatives when they are implemented.
		<ul style="list-style-type: none"> ○ When the Council is consulted on planning applications, the Council will encourage applicants to erect signs bilingually in locations such as offices, businesses and shops and supermarkets

		<ul style="list-style-type: none"> ○ by referring to the linguistic nature of the area. ○ When the Council is consulted on the naming of streets, developments and new estates, the Council will support the use Welsh names.
		<ul style="list-style-type: none"> ○ Where only minor differences exist between the Welsh and English spelling of place, street, ward, or community names, the Council will support the adoption of the Welsh version.
	7	Standards of quality
		<ul style="list-style-type: none"> ○ Services provided in English or Welsh will be of an equally high standard and equally prompt.
	8	Dealing with the Welsh-speaking public
		<p>Written communication (mail and e-mail)</p> <ul style="list-style-type: none"> ○ The Council will welcome correspondence in either English or Welsh. ○ Correspondence through the medium of Welsh will not in itself lead to any delay ○ Every letter received in Welsh will be answered in Welsh. ○ All correspondence following a telephone or face-to-face conversation in Welsh or a meeting where it was established that Welsh is the preferred language of the person, although the discussion may not have been held through the medium of Welsh, will be in Welsh. ○ All correspondence with a member of the public will be initiated in his/her preferred language if known.
		<ul style="list-style-type: none"> ○ If it is not known initial correspondence from the Council will be bilingual. ○ All circular or standard letters to the public will be bilingual. ○ Where relevant, the Council's official headed paper will include a statement in both languages making it clear that correspondence is welcome in either Welsh or English.

	9	Telephone calls
		<ul style="list-style-type: none"> ○ As the Clerk does not currently speak Welsh, the Council cannot deal with calls in Welsh from the outset. However when a member of the public wishes to speak Welsh the Clerk will offer to arrange for a Welsh speaking Council member to return the call within 24 hours, or explain that the individual is welcome to continue with the call in English or send in their enquiry in written form in Welsh.
		<ul style="list-style-type: none"> ○ When the Clerk's post becomes vacant it will be advertised confirming that bilingual skills will be desirable so that the Council can offer a bilingual service to the public.
	10	Public meetings organised by or on behalf of the Council
		<ul style="list-style-type: none"> ○ Contributions are welcomed in either Welsh or English at public meetings held by the Council. This will be stated clearly in the notices that inform or publicise the meeting, so long as the council has three days notice of requests to contribute in Welsh.
		<ul style="list-style-type: none"> ○ Any public meeting that is held to discuss the Welsh Language, Welsh medium education, Council Tax or any information regarding local elections/by-elections will be bilingual.
		<ul style="list-style-type: none"> ○ All publicity for public meetings will be bilingual.
		<ul style="list-style-type: none"> ○ If it is evident at the beginning of a meeting that all those present speak Welsh, the meeting will be held in Welsh.
		<ul style="list-style-type: none"> ○ When the Council is aware that a member of the public wishes to speak Welsh in a public meeting that would otherwise be conducted in English, this should be respected by providing appropriate translation arrangements so long as the council has three days notice of requests to contribute in Welsh

		<ul style="list-style-type: none"> ○ At the start of the meeting, the Chair shall draw attendees' attention to interpretation services when available.
		<ul style="list-style-type: none"> ○ Any written materials such as leaflets or acetates that are used in public meetings about the Welsh language, Welsh medium education, Council Tax or information about local elections/by-elections will be bilingual.
	11	Ordinary Council meetings
		<ul style="list-style-type: none"> ○ The notice and Agenda for the Council's meetings will be bilingual. ○ The minutes will be bilingual
	12	Face-to-Face meetings with the public
		<ul style="list-style-type: none"> ○ When the Clerk and Members don't speak Welsh, the Council cannot provide face-to-face meetings with members of the public in Welsh. However when a member of the public contacts the Council wishing to speak Welsh, the Clerk will politely explain the situation and offer the individual the opportunity to discuss the matter in English or send in their enquiry in written form in Welsh.
	13	Websites and social media sites
		<ul style="list-style-type: none"> ○ Announcements made on the internet on behalf of the Council will be in Welsh and English.
	14	Corporate identity
		The Council's name is to be in Welsh and English.
	15	Council Office signage

		<ul style="list-style-type: none"> ○ All new information signs or those replacing previous signs on Council property will be bilingual, as will any other public information signs for which the Council is responsible. The two languages will appear side by side, with the Welsh version appearing to the left or above the English. The size, quality, legibility and prominence of text will be equal in Welsh and English.
	16	Producing and publishing public documents
		<ul style="list-style-type: none"> ○ Publications aimed at the public, such as documents and explanatory material dealing with the Welsh language, Welsh medium education, Council tax, information about local elections/by-elections and grants forms will be bilingual with both language versions forming one document. The versions will be printed side-by-side where possible to facilitate easy cross-reference, distribution and offer language choice.
		<ul style="list-style-type: none"> ○ If Welsh and English versions are published separately they will appear simultaneously, be distributed together and be equally accessible.
		<ul style="list-style-type: none"> ○ Job advertisements will appear bilingually in English/bilingual publications and in Welsh only in Welsh language publications with a footnote in English.
	17	Awarding grants and financial assistance
		<ul style="list-style-type: none"> ○ In the information that is sent to those intending to apply for financial assistance towards local activities, the Council will make it clear that there is need for applicants to describe how they intend to reflect the bilingual nature of the community and their audience in the activity(ies) for which they require financial support. When considering applications, the Council will ensure that applicants have appropriately reflected the linguistic nature of the community and their audience in their application.

		<ul style="list-style-type: none"> ○ The Council will also notify the applicant that the local menter iaith can provide advice and practical assistance in relation to the bilingual content of the activity, including information on grants available for this purpose.
	18	Services provided by a third party
		<ul style="list-style-type: none"> ○ Any arrangements made by the Council to use a third party to deliver services to the public on its behalf will comply with the specific requirements in the Scheme as outlined by the Council. The Council will outline which relevant measures in the Scheme the third party will have to adhere to within the tendering or contract specifications.
		<ul style="list-style-type: none"> ○ The Third party will need to confirm that it has complied with the relevant aspects of the Scheme by letter/email.
	19	Administrative arrangements and monitoring
○		<ul style="list-style-type: none"> ○ This scheme has the full support of the Council.
○		<ul style="list-style-type: none"> ○ The Clerk will be responsible for implementing the Scheme on a day-to-day basis within the Council.
○		<ul style="list-style-type: none"> ○ According to need, the Clerk will ensure that guidelines and instructions will be available to all who are involved in the implementation of the scheme.
		<ul style="list-style-type: none"> ○ Responsibility for monitoring the Scheme will rest with the Finance and Compliance Committee.
○		<ul style="list-style-type: none"> ○ The Council will receive a brief annual report on implementing the Scheme that will be displayed locally [for example, the local press, local information boards, monthly papur bro and so on] with a copy being sent to the Welsh Language Board. Also the Council will invite local Welsh speaking residents to offer their views on the service and how it could be improved, by placing a copy of the Report in our office
		<ul style="list-style-type: none"> ○ The Council will publicise the Scheme regularly

	20	Complaints
		Any comments, complaints or suggestions regarding the Scheme should be addressed to: Steve Heydon, Clerk of the Council Minor Hall, Ostreme Centre, Mumbles, SA3 4BA, council@mumbles.gov.uk, 01792 363598
	21	Review
		The Council shall review the contents of this Scheme every 3 years.

Langland Tennis Court 3 – Renewal of Fencing

Report for the Meeting of the Community and Social Development Committee to be held on 23/11/2022

Agenda Item: item No

1. Introduction

- 1.1 As a result of damage to the fencing surrounding Court 3 at Langland Tennis Courts, fencing contractors were requested to submit quotes to replace the fence and a quote was also requested to install a Clubspark gate in the fencing which will provide smart access to the courts.
- 1.2 This report outlines the quotes received and a suggested course of action.

2. Fencing Quotes

- 2.1 Council has set aside £25,000 for the replacement of the fencing surrounding Court 3 with £17,500 being vired from the Half Size Basketball Court budget and £7,500 from the Contingency Fund.
- 2.2 A quote specification was prepared for replacement fencing identical to the fencing surrounding Courts 1 and 2 which have recently been refurbished apart from a 5m high fence rather than 3m high being installed at either end of the Court to allow for the playing of basketball. Quotes were requested from the following contractors
 - Chiltern Sports Group
 - South Wales Fencing
 - E & M Fencing
 - Price Fencing
- 2.3 Chiltern Sports Group were the contractors who completed the refurbishment of Courts 1 and 2 including the installation of new fencing. They replied to say that they were not taking on any additional work at this time due to work received from the LTA.

- 2.4 The only quote received was from Price Fencing which was for £35,129.55. The other 2 contractors failed to respond.
- 2.5 Following discussions between the Chair and the coach of the Basketball club which uses Court 3, it was decided that 3m fencing all round would be sufficient. An amended quote was obtained from Price Fencing which amounted to £31,618.45. Price Fencing also identified that some trees may need to be pruned around the Court and there was a potential problem as the tree roots could be impacted by digging to install the new fence posts. Price Fencing reserved the right to amend their quote if the tree roots proved to be a problem.
- 2.6 Clubspark Gates are installed by CIA Fire and Security who are the appointed contractors for the installation of pin controlled smart access gates. A quote has been received of £4,400.00 to install the gate and maintenance costs of £536.00/year for a 5 year contract.
- 2.7 The total cost of the new fencing would be £36,018.45 plus any additional costs for tree pruning and tree roots.
- 2.8 The cost of the quote received from Price Fencing significantly exceeds the limit of £25,000 included in the Council's Financial Regulations which require a formal tendering exercise. FR 11.1 d) states that any contract with a value over £25,000 should be awarded following a formal tendering exercise in accordance with Standing Order 18 c).
- 2.9 The advice of One Voice Wales was sought on whether MCC could accept the quote from Price Fencing even though it exceeded the limit requiring a tendering exercise. It was explained that at the outset it was envisaged that the cost of new fencing for one court would not exceed £25,000 as the fencing costs included in the contract for Courts 1 and 2 was £22,646 for fencing around both courts. Therefore, it was not expected that replacement fencing around 1 court would exceed the £25,000 threshold.
- 2.10 However, the advice received from Paul Egan was *'In order to ensure as far as possible that value for money is being achieved it would normally be important to have more than one quotation and if the total value of the contract is above £25k it would be sensible to undertake a tendering exercise which is probably the preferred route in this case'*
- 2.11 It seems like there is no other alternative than to put a formal tendering process in place for the fencing for Court 3. However, this is a more technical exercise than requesting quotes which requires assistance from experts in this field. Originally a quote was received from Hurley and Davies for producing the tender pack and coordinating works of £4 – 5k.

3. Recommendations

3.1 It is **recommended** that

- a) A formal tendering exercise is commenced for the replacement fencing for Court 3 with support from a suitably qualified professional.
- b) The quote for the installation of the Clubspark gate is accepted.

Author: Paul Beynon (Responsible Financial Officer)





PRICE FENCING & LANDSCAPING LTD

Midec Building, Unit F, Maesgwynne Industrial Estate, Cefn Coed, Merthyr Tydfil, CF48 2SD

Tel: 01685 388622 Fax: 01685 388706 Email: info@pricefencing.co.uk

QUOTATION

Mumbles County Council

DATE: 15.09.2022

QUOTE REF: MCC-LBTC-IJQ001

TEL NO:

Q.S: Paul Beynon

SITE: Langland Bay Tennis Courts

ORDER NO:

Item	Qty	Description	Plot	Unit Price	Total
1	101	TAKE DOWN & REMOVAL Take down and remove existing 3m high chainlink fencing from around tennis courts.		£ 31.80	£ 3,197.17
1	29.4 Im	REBOUND MESH FENCING & GATES Supply & erect 5m high rebound mesh fencing @ 2.5m cts dug in ground with cold tar backfill to tarmac and court areas. Galv & PPC Green 6005. NB- No allowance to match the existing court surface. Spoil disposed of in on site skip.		£ 415.80	£ 12,224.52
	4 No	Extra over for corner posts.		£ 573.30	£ 2,293.20
1	69.5 Im	Supply & erect 5m high rebound mesh fencing @ 2.5m cts dug in ground with cold tar backfill to tarmac and court areas. Galv & PPC Green 6005. NB- No allowance to match the existing court surface. Spoil disposed of in on site skip.		£ 215.46	£ 14,978.78
2	2 No	Supply & erect 3m high x 1.2m wide single leaf rebound gate with 2m overhead panel infill to match fencing. NB- Based on standard rebound mesh gate with slider access.		£ 1,217.94	£ 2,435.88
		NOTES- No allowance for removal of trees in current fence line. Price based on standard gates only. Laydown area needed for materials and skips for removal of spoil.			



Registered in England and Wales Company No. 04528644

VAT Registration No. 7943 563 89

Directors: Jason Price, Pamela Price



NET	£	35,129.55
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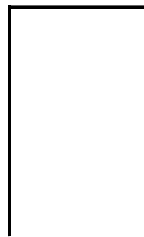
Terms and conditions

- All quotes to be reviewed after 30 days due to fluctuating steel and timber prices .
- The product remains the property of Price Fencing and Landscaping until payment is made in full



Registered in England and Wales Company No. 04528644
VAT Registration No. 7943 563 89
Directors: Jason Price, Pamela Price







PRICE FENCING & LANDSCAPING LTD

Midec Building, Unit F, Maesgwynne Industrial Estate, Cefn Coed, Merthyr Tydfil, CF48 2SD

Tel: 01685 388622 Fax: 01685 388706 Email: info@pricefencing.co.uk

QUOTATION

Mumbles County Council

DATE: 15.09.2022

QUOTE REF: MCC-LBTC-IJQ001

TEL NO:

Q.S: Paul Beynon

SITE: Langland Bay Tennis Courts

ORDER NO:

Item	Qty	Description	Plot	Unit Price	Total
1	101	TAKE DOWN & REMOVAL Take down and remove existing 3m high chainlink fencing from around tennis courts.		£ 31.80	£ 3,197.17
	4	REBOUND MESH FENCING & GATES Extra over for corner posts.		£ 573.30	£ 2,293.20
2	98.9	Im Supply & erect 5m high rebound mesh fencing @ 2.5m cts dug in ground with cold tar backfill to tarmac and court areas. Galv & PPC Green 6005. NB- No allowance to match the existing court surface. Spoil disposed of in on site skip.		£ 215.46	£ 21,308.99
3	15	Im Extra over for 600mm extensions to posts to risen pathside.		£ 6.00	£ 90.00
4	4	No Extra over for corner posts.		£ 573.30	£ 2,293.20
5	2	No Supply & erect 3m high x 1.2m wide single leaf rebound gate with 2m overhead panel infill to match fencing. NB- Based on standard rebound mesh gate with slider access.		£ 1,217.94	£ 2,435.88
		NOTES- No allowance for removal of trees in current fence line. Price based on standard gates only. Laydown area needed for materials and skips for removal of spoil.			



Registered in England and Wales Company No. 04528644

VAT Registration No. 7943 563 89

Directors: Jason Price, Pamela Price



NET	£	31,618.45
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Terms and conditions

- All quotes to be reviewed after 30 days due to fluctuating steel and timber prices .
- The product remains the property of Price Fencing and Landscaping until payment is made in full



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VAT Registration No. 7943 563 89
Directors: Jason Price, Pamela Price





FIRE & SECURITY

PROVIDING PEACE OF MIND
Since 1982

CIA Fire & Security Limited

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info@ciafireandsecurity.co.uk
www.ciafireandsecurity.co.uk

SmartAccess Entry Gate

Design Proposal

Langland Tennis Club

Reference: 39364

Langland Tennis Club
Langland Bay Road
Newton
Swansea
SA3 4QG

01 November 2022

Presented by

Ian Keates

Telephone: 01285 651025

VAT Registration No.: **575 9228 00** Registered in England. Company No.: **6681403**
Registered Office: **Montsam House, 11 Love Lane, Cirencester, Gloucestershire GL7 1YG**



Langland Tennis Club
Langland Bay Road
Newton
Swansea
SA3 4QG

01 November 2022

Dear Paul

Re: Smart Gate Quotation for Langland Tennis Club

Thank you for choosing CIA Fire & Security Limited to quote for your SmartAccess System.

Further to our site visit, we have the pleasure of submitting the enclosed quotation for your review. The quotation comprises:

- [Section 1: System Design Proposal](#)
- [Section 2: Summary of Costs](#)
- [Section 3: Product](#)

We hope our assessment meets with your approval and look forward to the opportunity of working with you in the near future.

Should you have any queries or would like information on the other services we provide, including Intruder, Fire, CCTV, Fire Extinguishers and Keyholding, please do not hesitate to contact me.

CIA Fire & Security's Terms & Conditions are located on our website www.ciafireandsecurity.co.uk/terms-conditions. Sections 4, 5 and 8 provide details of your service contract. Please ask a member of our team should you require a hard copy.

Yours sincerely



Ian Keates
SmartAccess Manager
CIA Fire & Security Limited

Section 1: System Design Proposal

Site Address	Customer Details (Correspondence / Invoice Address)
Langland Tennis Club Langland Bay Road Newton Swansea SA3 4QG	Langland Tennis Club Langland Bay Road Newton Swansea SA3 4QG

The System Design Proposal is for a SmartAccess Lite

System Type: SmartAccess

To supply and install offline SmartAccess Lite access control system with Clubspark intergration:

Gate 01

- 1 No. Bespoke gate and entrance with built in locking and door closer mechanism
- 1 No. Codelocks Smart Lock with free to exit handle and key override
- 1 No. Anti-Tamper strip
- 1 No. Keypad Shroud
- 1 No. Clubspark Connection Fee

The system utilises the pre-purchase of Netcode credits which Clubspark generate date and time-sensitive access codes, this allows entry into the tennis courts for the duration of the court booking.

Labour & Material: £4,400.00

Venue Details:

- The system has been designed on receipt of a "Survey Form" from Paul Benyon of Langland Tennis Club
- The venue has 2 courts
- Gate 1 gives access to courts 1-2
- The Fence colour is Green

Routine Maintenance Frequency & Cost:

- Each access control system is to be maintained in accordance with a planned preventative maintenance schedule and code of practice. The preventative maintenance frequency for access control systems of this form is **annually**; that is, 12 months from the month in which the installation was completed.
- Routine Maintenance is:
 - To be invoiced annually in advance;
 - Based on one gate.
 - Based on a five-year rolling contract.
 - Subject to a standard annual inflation rate.
 - To be paid via direct debit in full.
- The Routine Maintenance charge comprises:
 - 1 x Annual Preventative Maintenance Service Visit & Technical Phone Support
 - No mileage charge will be incurred for preventative maintenance works.

Callout:

Requests for reactive maintenance and callouts will be categorised by CIA and will be classified either:

- Emergency Faults where access to the tennis court is prevented → 48-hour response
- Urgent Faults where access is still permitted but reporting is inhibited → 72-hour response
- Routine control Faults that have no immediate impact upon the use and reporting mechanism of the access
 → 96-hour response

Callout Premiums		Charge
Normal Working Hours	First Hourly Charge Attendance Fee – Normal Working Hours (Mon-Fri 08:00 – 17:00 excl. Bank Holidays) - No mileage charge will be incurred for corrective (callout) works.	£160.00
	Standard Half Hourly Labour Rate	£35.00

Section 2: Summary of Costs

SmartAccess Lite Gate Installation	£4,400.00
Maintenance – 1 st Year	
- Netcodes	£ 156.00
Maintenance – Ongoing	
- Netcodes	£ 156.00 per annum
- Maintenance	£ 380.00 per annum
Initial Contract Term	60 Months (Non-Refundable)
Rolling Contract Term	3 Months' Notice Required



Payment Term Conditions

- The installation invoice is due no later than 30 days after the invoice date.
- Preventative maintenance invoices are to be paid monthly or annually via [direct debit](#).
- Corrective maintenance and system additions are to be paid in full by [direct debit](#).
- A direct debit mandate will be sent at time of acceptance. Prior to any work commencing, please complete this form and return it to our CIA office via post or email, for the attention of Accounts Department (Accounts@ciafireandsecurity.co.uk). Please note Direct Debits can also be set up over the telephone.

Please note the featured prices exclude VAT.

Lawn Tennis Association

- The Lawn Tennis Association is not responsible for Acts / Omissions of Supplier

Section 3: Product

Readers

Readers are used in association with a central control logging facility.
In addition they may be used in specific association with access point hardware
Both types provide the following features:

- Indication of access granted
- Physical tamper detection and malicious damage protection where mounted externally
- Capability to respond to valid entry procedure within 2 seconds.
- Relocking of access point if not used with predetermined time.

Access Point Hardware

Access point mechanisms are selected in accordance with the environment conditions they are to be installed in and classification, anticipated use and duty cycle.

The following considerations are made when specifying access point hardware:

- Temperature
- Humidity
- Corrosion
- Vibration
- Dust and other contamination
- Physical abuse
- Transfer of electrical connections
- Safety precautions
- Door closing mechanisms

Control Equipment

The control equipment panel and system software/database should be protected from unauthorized interference and displayed data should not be visible to unauthorized persons.

Other considerations made are:

- Operational and environmental requirements
- Logging requirements
- Blocking/invalidation of tokens
- Back up of database
- Programming of time/zone restrictions
- Power failure contingency
- Maintenance

Back Up Power Supply

Depending on the system design, rechargeable batteries are incorporated within the Control equipment to perform as a standby source of power in the event of a mains power failure. Whilst the mains power is operating correctly, these batteries are being trickled charged. The control panel battery will maintain the system in a quiescent state for a specified period. If a power failure exceeds this period, the battery will gradually discharge and the system will then fail with the door unlocked.