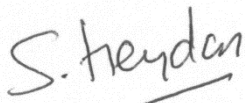


Summons to the Monthly Meeting of Mumbles Community Council

Councillors:

Tim Bull
Becca Child
Pam Erasmus
Rebecca Fogarty
Gareth Ford
Adam Gilbert
Sara Keeton
Richard Jarvis
Myles Langstone
Rob Marshall
Martin O'Neil
Philip Reason
Ian Scott
Rebecca Singh
William Thomas
Caroline Townsend Jones
Linda Tyler Lloyd

You are **SUMMONED** to the **MONTHLY MEETING** of **MUMBLES COMMUNITY COUNCIL** to be held on Tuesday,
11 December 2022 at 6 pm, via Zoom



Steve Heydon
Clerk to the Council
Dated 6 January 2022

Mumbles Community Council Meeting Agenda 11 January 2022 at 6 pm Virtual Meeting (Zoom)

01 Apologies for Absence

02 Declarations of Interest

03 Minutes of the Monthly Meeting held on 14 December 2021

To approve the minutes of the meeting held on 14 December 2021 as a true record.

04 Clerk's Report

RECOMMEND that the report be noted.

05 Chair's Report

RECOMMEND that the report be noted.

06 Financial Report

RECOMMEND that the electronic payments be retrospectively approved, the report on loan repayment be approved, and the rest of the report be noted.

07 Digital Archive

Using funds from CTC12 - Digital Archive

PROPOSE that our project manager, Gower Unearthed, be instructed to commission a video depicting the history of the development of Underhill Park to include interviews and footage of the new build process at a cost of no more than £1,000.

PROPOSE that our project manager, Gower Unearthed, be instructed to commission further interviews with key prominent local people at a cost of no more than £1,500. (Councillors are encouraged to contribute suggestions to this ever-expanding list.)

Proposed by Cllr Will Thomas

08 Festive Lighting Newton Road

Using funds from CTC22 - Festoon Lighting - Newton Road

PROPOSE that the quote of £15,670 from Centregreat Ltd to provide new festive festoon lighting for Newton Road be accepted.

Proposed by Cllr Philip Reason

09 Questions to the Chair of the Community & Social Development Committee**10 Questions to the Chair of the Finance & Compliance Committee****11 Questions to the Chair of the Environmental Committee****12 Questions to the Chair of the Culture, Tourism & Communications Committee****Recommendations from the Personnel Committee****13 Review of the Staffing Structure of the Council**

Report from Paul Egan, One Voice Wales.

RECOMMEND that The Council consider creating a new post of Democratic Services Officer with a primary focus on the administering of the governance functions of the Council.

RECOMMEND that The Council consider whether to support either the Clerk or both postholders pursuing the CiLCA qualification at the appropriate time.

RECOMMEND that The Council consider adopting a delegation schedule to support officers making decisions on its behalf.

RECOMMEND that The Council consider creating a new post of Events Assistant that could be directly linked to a role of General Office Assistant which would enable greater practical support to be available in relation to events management and also seek to achieve a Council presence in the Ostreme Centre to support enhanced interaction with residents and visitors. (This would serve to create improved accessibility to residents and also assist with the tourism agenda in that the office could form the base for a tourist information bureau).

RECOMMEND that The Council consider paying for all or some of the TOIL accrued by the Assistant Clerk/RFO and the Marketing, Editorial and Events Planner.

RECOMMEND that The Council consider introducing a time off in lieu policy based on the model appended to this report.

RECOMMEND that all staff create a signature within their e-mails providing details of their weekly availability and a mobile phone that they can be contacted on during their designated working times

14 Exclusion of the Press & Public

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

15 Staff Matter

16 Job Evaluation of Postholders



Minutes of Meeting of the Mumbles Community Council held on 14 December 2021 at 6 pm by videoconference (Zoom)

Members Present: Martin O'Neill (Chair), Rebecca Fogarty (Vice-Chair), Rebecca Child, Pam Erasmus, Adam Gilbert, Richard Jarvis, Sara Keeton, Rob Marshall, Ian Scott, Louise Thomas, Will Thomas & Carrie Townsend Jones

Officer Present: Steve Heydon

C02111-01 Apologies for Absence: Tim Bull, Gareth Ford, Myles Langstone & Pip Reason

C02111-02 Declarations of Interest

Rebecca Fogarty declared a personal and prejudicial interest in item C02111-08 Financial Report as she was in receipt of a payment

C02111-03 Minutes of the Monthly Meeting held on 9 November 2021

RESOLVED to approve the minutes of the meeting held on 9 November 2021 as a true record.

C02111-04 Minutes of the Special Meeting held on 24 November 2021

RESOLVED to approve the minutes of the Special Meeting held on 24 November 2021 as a true record.

C02111-05 Minutes of the Special Meeting held on 3 December 2021

RESOLVED to approve the minutes of the Special Meeting held on 3 December 2021 as a true record.

C02111-06 Clerk's Report

The Clerk wished everyone a happy Christmas.

C02111-07 Chair's Report

Chair read his report.

RESOLVED to note the Chair's thanks to Claire Anderson and Pip Reason for all their work on the Newsletter and Website.

C02111-08 Financial Report

RECOMMEND that the electronic payments be retrospectively approved, and the rest of the report be noted.

C02111-09 Outturn Report 2020/21

RECOMMEND that Council approves the Outturn 2020/21

RECOMMEND that Council approves the end of year virement shown in Appendix 2 of the report.

RECOMMEND that Council approve the movements to and from reserves for 2020/21 detailed in Appendix 3 of the report.

RESOLVED to note the Vice-Chairs thanks to Paul Beynon (RFO) for his hard work in compiling these reports.

Recommendations from the Community & Social Development Committee

C02111-10 Newton Park Basketball Hoop

RESOLVED that

- i. MCC accept Swansea Council's quote to Supply & Install 1 basketball post, ring, a high-quality backboard for noise cancelling and net, plus thermoplastic line markings for a half court on existing tarmac area which will be re-covered at a total cost of no more than £5,000.
- ii. Cllr Louise Thomas to draw up an ongoing, users' and residents' engagement programme to include six-monthly liaison with the relevant PSO's.

C02111-11 Questions to the Chair of the Community & Social Development Committee

Questions were answered by the Chair of the committee.

Recommendations from the Finance & Compliance Committee

C02111-12 Sculpture by the Sea Grant Application

Grant application for £3,000 towards their annual festival.

RESOLVED that a grant of £3,000 be made.

C02111-13 Mumbles Traders Grant Application

Grant application for £1,650 towards the costs of the Annual Christmas Lights & Parade Events being held on Thursday, 25 November 2021.

RESOLVED that a grant of £1,650 be made.

C02111-14 Questions to the Chair of the Finance & Compliance Committee

No questions were asked.

Recommendations from the Environmental Committee

C02111-15 Climate Pledge

RESOLVED that MCC sign Swansea Council's climate pledge

C02111-16 Questions to the Chair of the Environmental Committee

No questions were asked.

C02111-17 Questions to the Chair of the Culture, Tourism & Communications Committee

No questions were asked.

Exclusion of the Press & Public

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

C02111-18 Underhill

Mumbles Community Association (MCA) have informed us that, due to the unprecedented increase in building costs, a further £365,000 is needed for the build

RESOLVED that to meet the shortfall of £365,000

1. MCA make all reasonable efforts to secure maximum lottery funding available
2. The grant agreement be amended as follows: Section 1.1. (a)(ii) be deleted and the £325,000 currently committed to the All-Weather Pitch (AWP) be used in connection with the building works
3. Up to £40,000 is taken from the contingency fund

4. We apply for an increase in loan approval of up to £365,000 from Welsh Government.
5. MCC reaffirm our commitment to exploring future options for the funding of an AWP.
6. The Chair and Vice-Chair sign a Deed of Variation to the formal grant agreement, accordingly.

Meeting closed at 7.23 pm

Appendix

Electronic Payments Approved

	£	£	£
05/11/21 HMRC – Payroll Deductions Mth 7	1,018.65	0.00	1,018.65
05/11/21 OCA – Coffee Morning Hall Hire	68.00	0.00	68.00
05/11/21 Cllr Rebecca Fogarty – Child Care	138.00	0.00	138.00
05/11/21 Red Community Project – Grant	5,000.00	0.00	5,000.00
05/11/21 Virgin Media – Phone and Broadband November 2021	75.44	15.09	90.53
05/11/21 Claire Anderson – Telephone October 2021	10.00	0.00	10.00
05/11/21 1 st Mumbles Scout Group – Grant	19,578.00	0.00	19,578.00
05/11/21 Swansea Council – West Cross Xmas Tree Rent	100.00	0.00	100.00
05/11/21 Royal British Legion – Wreath	18.00	0.00	18.00
05/11/21 Ennea Smith – PFM Hoodies	42.97	0.00	42.97
05/11/21 Mumbles Centurion – Grant	3,000.00	0.00	3,000.00
05/11/21 SA1 Solutions – IT Support	22.50	4.50	27.00
09/11/21 A0 Landscaping – SMUGS Work	3,310.00	0.00	3,310.00
12/11/21 Npower – Electricity West Cross Xmas Tree May – Oct '21	197.92	9.90	207.82
12/11/21 Mumbles Traders Association – Grant	1,261.20	0.00	1,261.20
15/11/21 Mumbles Yacht Club – Grant	400.00	0.00	400.00
15/11/21 Swansea Council – Pension Contributions October 2021	1,933.37	0.00	1,933.37
15/11/21 Swansea Council – Amended Pension Contributions Sept	138.82	0.00	138.82
22/11/21 Barclaycard November 2021 – see below	1,633.38	0.00	1,633.38
25/11/21 Staff Salaries – November 2021	5,243.00	0.00	5,243.00
26/11/21 DWJ Group – Family Fun Day Vinyl's and Posters	207.00	41.40	248.40
26/11/21 DWJ Group – Family Fun Day Posters	28.00	5.60	33.60
26/11/21 DWJ Group – Mumbles Fest Staff Inserts	25.00	5.00	30.00
26/11/21 A0 Landscaping – SMUGS Work	5,860.00	0.00	5,860.00
01/12/21 OCA – Ostreme Rent December 2021	800.00	0.00	800.00
Total	50,109.25	81.49	50,190.74

Barclaycard Purchases – November 2021 Statement

Shred-It – Confidential Waste Refund -107.89

Reach Publishing – Evening Post Subscription	21.58
Creative Cloud – Adobe Creative	49.94
Catalyst2 Services – Website Hosting	15.59
Giff Gaff – RFO Mobile Phone	6.00
PPL PRS – Music Licence	107.07
ICO – Annual Registration Fee	40.00
Microsoft – Online Services	135.36
Microsoft – Online Services	68.40
Apple – External Hard Drive	144.75
Wild Native Bulbs – SMUGS Bulbs and Seed	21.48
Wild Wales Barry – SMUGS Bulbs and Seeds	16.98
Wild Wales Barry – SMUGS Bulbs and Seeds	6.98
Wild Native Bulbs – SMUGS Bulbs and Seeds	20.64
Primrose – SMUGS Log Border Rolls	107.97
Wild Garden Seeds – SMUGS Bulbs and Seeds	12.50
Naturescape – SMUGS Bulbs and Seeds	12.49
Zoom – Monthly Fee	14.39
Water Gardening Direct – SMUGS Pond	219.98
Pondkeeper – SMUGS Pond Liner	128.24
CJ Wildlife – SMUGD Hedgehog House, Seed Feeder and Food	138.95
Viovet – SMUGS Barley Straw	5.08
Wild Native Bulbs – SMUGS Bulbs and Seed	66.30
Plant World – SMUGS Bulbs and Seeds	4.05
Wildflower Shop – SMUGS Bulbs and Seeds	134.95
RSPB – SMUGS Hedgehog Home, Bee House, Bird Bath, Bird Table, Bird Feeding Station	241.60
Total	1,633.38

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
	Total	25,561.40	2,803.32	28,364.72

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
Total	760.74

Clerk's Report

Meeting paper for Council on 11 January 2022

Agenda Item: 4

Recommendation:

Council is asked to note the report.

Basketball Hoop Yalton Park

A nice positive start to the year from a local resident:

I just wanted to say how great it is to see so many young people using the basketball hoop. It is being well used and appreciated and goes to show how something simple and inexpensive can make a real difference to many. This is despite the bad weather - I can imagine even more people will use it once the weather brightens up. Please continue to invest in outdoor facilities for all ages. Diolch!

Local Government and Elections (Wales) Act 2021

This Act has several important provisions which will start impacting on us over the next few months.

Multi-location meetings

The 2021 Act requires that community councils must make and publish arrangements for its meetings enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. The minimum requirement is that members are able to hear and be heard by others.

Public participation at full council meetings

The 2021 Act makes provision for public participation at full community council meetings or those part of meetings which are open to the public. The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting.

Annual reports

The 2021 Act requires community councils, as soon as reasonably practicable after the end of each financial year, to prepare and publish an annual report about the council's priorities, activities, and achievements over the previous year.

Training plans

The 2021 Act requires community councils to make and publish a plan about the training provision for its members and staff. The first training plan must be ready and published by 5 November 2022, six months after the duty comes into force. The training plan should reflect on, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans effectively.

Eligibility to exercise the general power of competence

There is also support to empower community councils to be more innovative and ambitious when delivering for their community. The Act introduces a general power of competence for 'eligible community councils', which empowers those councils to do anything that an individual generally can do. It is a power of first resort which means that a qualifying authority does not need to rely on specific powers in legislation to do something, so long as what is intended to do is not otherwise prohibited.

The 2021 Act sets out the conditions community councils must meet to be an 'eligible community council' with access to the general power. The statutory guidance provides information on the qualifying conditions and on the application of the general power of competence.

Steve Heydon, Clerk



Finance Report

11 January 2022

1 - Electronic Payments for Retrospective Approval

	£	£	£
02/12/21 SA1 Solutions – IT Support	12.60	2.52	15.12
02/12/21 Swansea Council – Oystermouth Xmas Tree Lease	100.00	0.00	100.00
02/12/21 Swansea Council – Blackpill Xmas Tree Lease	100.00	0.00	100.00
02/12/21 Swansea Council – Southend Gardens Tree Lease	100.00	0.00	100.00
02/12/21 HMRC – Payroll Deductions Mth 8	1,260.87	0.00	1,260.87
02/12/21 Swansea Council – Pension Contributions November 2021	1,511.07	0.00	1,511.07
02/12/21 OCA – Coffee Morning Hall Hire	68.00	0.00	68.00
02/12/21 Claire Anderson – Phone November 2021	10.00	0.00	10.00
02/12/21 Claire Anderson – Coffee Morning Reimbursement	10.55	0.00	10.55
02/12/21 Claire Anderson – Coffee Morning Reimbursement	22.58	0.00	22.58
09/12/21 Ollie Heinrich – Newsletter Delivery	45.00	0.00	45.00
09/12/21 Livvy Stewart – Newsletter Delivery	85.00	0.00	85.00
09/12/21 Ollie, Daisy and Bobby Anderson – Newsletter Delivery	165.00	0.00	165.00
09/12/21 Theo Hancock – Newsletter Delivery	55.00	0.00	55.00
09/12/21 Luis Hancock – Newsletter Delivery	55.00	0.00	55.00
09/12/21 Sasha Turner – Newsletter Delivery	25.00	0.00	25.00
09/12/21 Rhodri Harris – Newsletter Delivery	50.00	0.00	50.00
09/12/21 Harvey Wood – Newsletter Delivery	35.00	0.00	35.00
09/12/21 Joseph Board – Newsletter Delivery	75.00	0.00	75.00
09/12/21 Michael Ruddy – Newsletter Delivery	40.00	0.00	40.00
09/12/21 Gabe Davies – Newsletter Delivery	35.00	0.00	35.00
09/12/21 Sam Price – Newsletter Delivery	35.00	0.00	35.00

09/12/21	Oliver Price – Newsletter Delivery	35.00	0.00	35.00
09/12/21	Nye Ridler – Newsletter Delivery	50.00	0.00	50.00
10/12/21	Cllr Sara Keeton - Remuneration	520.00	0.00	520.00
14/12/21	Cllr Richard Jarvis - Remuneration	120.00	0.00	120.00
14/12/21	Cllr Rebecca Fogarty - Remuneration	690.00	0.00	690.00
14/12/21	Cllr Adam Gilbert - Remuneration	150.00	0.00	150.00
14/12/21	Cllr Rebecca Singh - Remuneration	120.00	0.00	120.00
14/12/21	Cllr Will Thomas - Remuneration	90.00	0.00	90.00
14/12/21	Cllr Philip Reason - Remuneration	351.80	0.00	351.80
14/12/21	Cllr Ian Scott - Remuneration	150.00	0.00	150.00
14/12/21	Cllr Carrie Townsend Jones - Remuneration	120.00	0.00	120.00
14/12/21	Cllr Linda Tyler-Lloyd - Remuneration	150.00	0.00	150.00
14/12/21	Cllr Rob Marshall - Remuneration	400.00	0.00	400.00
14/12/21	Cllr Martin O’Neill - Remuneration	3,300.00	0.00	3,300.00
14/12/21	Cllr Pamela Erasmus - Remuneration	150.00	0.00	150.00
17/12/21	Gower Unearthed – Heritage Co- ordinator	2,000.00	0.00	2,000.00
17/12/21	SA1 Solutions – IT Support	8.10	1.62	9.72
17/12/21	Claire Anderson – Xmas Coffee Morning Re-imburement	36.00	0.00	36.00
17/12/21	Npower – Electricity West Cross Xmas Tree November 2021	31.36	1.57	32.93
17/12/21	Virgin Media – Phone & Broadband December 2021	71.75	14.35	86.10
17/12/21	SA1 Creative – Multimedia Consultant November 2021	416.67	83.33	500.00
17/12/21	Cllr Tim Bull – iPad Repair	60.00	0.00	60.00
17/12/21	Value Products Ltd – Sharps Boxes	13.75	2.75	16.50
21/12/21	Cllr Tim Bull - Remuneration	860.00	0.00	860.00
21/12/21	Barclaycard – December 2021	1,871.57	0.00	1,871.57
21/12/21	Mumbles Traders - Grant	1,650.00	0.00	1,650.00
23/12/21	Staff Salaries – December 2021	5,022.68	0.00	5,022.68
23/12/21	Peter Lynn – Legal Fees Skatepark	462.30	92.46	554.76
23/12/21	Peter Lynn – Legal Fees Langland Tennis	160.80	32.16	192.96
23/12/21	Peter Lynn – Legal Fees – Mumbles Fest	703.50	140.70	844.20
23/12/21	Staff Salaries – November 2021	1,348.83	0.00	1,348.83
29/12/21	Apogee - Photocopier	60.00	12.00	72.00

29/12/21	All Saints Church – Ostreme Lease	3,750.00	0.00	3,750.00
04/01/22	OCA – Ostreme Rent January 2022	800.00	0.00	800.00
	Total	29,619.78	383.46	30,003.24

Barclaycard Purchases – December 2021 Statement

Amazon – SMUGS Bird Table	48.95
Reach Publishing – Evening Post Subscription	21.58
RSPB – SMUGS Ground Mix	36.94
CJ Wildlife Foods Ltd – SMUGS Birdfood	37.49
Clickup – Collaboration and Project Management Tool Annual Fee	46.26
Rhino Greenhouses Direct – SMUGS Greenhouse	986.00
Adobe Creative	49.94
Garden Buildings Direct – SMUGS Shed	359.10
Catalyst2 Services – Website Hosting	15.59
Giff Gaff – RFO Mobile Phone	6.00
Microsoft – Online Services	135.36
Microsoft – Online Services	68.40
Zoom – Monthly Fee	14.39
Clickup – Collaboration and Project Management Tool 2nd User	17.61
Amazon – RFO Printer Cartridges	27.96
Total	1,871.57

2-	Income	£
	Swansea Council – Precept Instalment 3	200,033.34
	Total	200,033.34

3 – Bank Balances at 04/01/2022

	£
Current Account	18,594.28
Savings Account	1,040,768.93
Total	1,059,363.21

4 - Budget Monitoring to 30/11/2021

The Budget Monitoring reports to 30/11/2021 are summarised in the table below.

Service	Budget £	Actual £	+/- Under/Over £
Community & Social Development	1,076,300	11,507	1,064,793
Culture, Tourism & Communications	94,000	26,183	67,817
Environmental	53,200	-4,630	57,830
Finance & Compliance	115,700	48,838	68,862
Ostreme Centre	9,650	4,049	5,601
General Fund	38,350	6,598	31,752
Office Costs	11,900	6,887	5,013
Payroll	94,100	57,986	36,114
Contingency	54,550	0	54,550
Total	1,547,750	157,418	1,390,332

Actual expenditure to 30/11/2021 represents 10.17% of the annual budget for 2021/22.

5 - Underhill Redevelopment Loan - Borrowing Period

Council agreed at the meeting held on 14/12/2021 to request an increase in the borrowing approval obtained from the Welsh Government of up to an additional £365,000 to meet the increased cost of the Underhill re-development following the tendering exercise undertaken by the Mumbles Community Association.

The RFO applied for an increase of up to £365,000 and received confirmation from the Head of Local Government Finance Policy of approval to borrow an amount not exceeding £1,205,000 on 22/12/2021. The loan must be drawn down by 31/03/2022 and the loan period must not exceed 15 years.

To include an amount in the MCC budget for 2022/23 for approval at the Special Meeting to be held on 25/01/2022, Council needs to decide what period the loan should be repaid over. At the rates available from the PWLB on 04/01/2022, the

original loan of £840,000 would have been repayable at an interest rate of 1.88% and would have cost £88,530/year over 10 years.

The following table shows the interest rate and annual repayment cost of the maximum increased loan for periods of between 10 and 15 years

Maximum Loan of £1,205,000 from PWLB				
Number of Years	Interest Rate %	Annual Repayment £	Increase on Original Loan £	Total Repayable £
10	1.88	126,998	+38,468	1,333,480
11	1.90	117,142	+28,612	1,347,129
12	1.92	108,890	+20,360	1,361,126
13	1.94	101,887	+13,357	1,375,476
14	1.96	95,875	+7,345	1,390,186
15	1.97	93,178	+4,648	1,397,677

The annual loan repayment on the original loan of £840,000 was equivalent to 14.8% of the 2021/22 Council budget funded by the precept. If the repayment period for the increased loan stays at 10 years then the annual loan repayment would increase to 21.1% of the 2021/22 budget funded by the precept. However, if the loan period was increased to 15 years, the annual loan repayment would reduce to 15.5% of the 2021/22 budget which is broadly in line with the original amount envisaged when funding for the Underhill scheme was approved by Council in May 2021.

The PWLB allows premature repayments either in whole or in part so it would be possible pay back the loan quicker if funds became available. However, any early repayment may attract a discount or a premium depending on whether the interest rate of MCC's loan is lower or higher than the interest rates prevailing at the time of the premature repayment.

Council can select any period to repay the loan over up to the maximum of 15 years specified by the Welsh Government but the RFO **recommends** that to maintain maximum flexibility in what can be funded from the Council's budget that the borrowing period for the loan is increased to 15 years.

Chair's Report

Meeting paper for Council on 11 January 2022

Agenda Item: 5

Recommendation:

Council is asked to note the report.

Dear councillors may I take this opportunity to wish you a happy new year and welcome you back to what will be the final year of this iteration of Mumbles Community Council. As we enter the New Year unfortunately we appear to be facing a surge in the latest variant of the COVID virus which is posing significant challenges to us as a nation, as a community and as individuals and let us hope that, going forward, we can weather this storm that we see before us.

This, being a holiday period, has been a relatively quiet time for the Council however there have been some significant developments in relation to two of our major projects. On a positive note I am pleased to report that contracts have finally been issued on the Underhill Park development and building work is due to commence on the 17th January. This is a significant milestone for us as a council to achieve and I think we should all congratulate ourselves that we have managed to overcome some significant obstacles and see this project over the line. It is important to remember however that there will still be significant challenges that will be encountered in the final delivery of this project but let us take heart that after some twenty years of waiting the community will finally be getting a significant improvement to facilities to this much loved park. On a more negative note however I am sorry to have to report that it appears that a second judicial review is to be launched in relation to the skatepark park. I cannot convey how disappointed I am in this latest development for although I could understand the reasons and motivation for the original review but considering the amount of local support for this initiative it seems somewhat unjust and unfair that the project can be further delayed when was a council have been co-operative and open in all our dealings so far.

I would like to take this opportunity to remind all councillors that when we take on the roles and responsibilities associated with our position within the community we agree to and sign up to a code of conduct. This code of conduct applies to all councillors equally and in all situations and if any councillor feels that for whatever reason they cannot adhere to this code they should resign their position.

Cllr Dr Martin O'Neill

From: Simon Williams <simon@phillips-services.co.uk>
Sent: 12 April 2021 11:47
To: Claire Anderson <claire.anderson@mumbles.gov.uk>
Subject: FW: Estimates

Hi Claire,

Please see below.

Festoon lighting for shop fronts Newton Road 0.5M Spacing

- Install 600M Of 0.5M Spacing Warm White Small Globe Festoon Lighting along shop fronts for permanent decorative lighting.
- Install new supplies and control where required.
- Total Cost £16,087.27 + vat.

Best Regards,

Simon Williams

Electrical Maintenance Manager.





Units 11-12
Wyndham Close,
Brackla Industrial Estate.
Bridgend, CF31 2AD
TEL: 01656 650481
FAX: 01656 649831
EMAIL: Anthony.Gough@centregreat.net

To: Claire Anderson **From :** Anthony Gough
Email:- Claire.Anderson@mumbles.gov.uk **Pages:** 1
Client: Mumbles Community Council **Date:** 12 / 10 / 2021
Re: 2021 Proposed Work AMENDED Ref: AG / Mumbles / 2021

Centregreat Ltd would like to thank you for the opportunity to tender for this scheme and we have pleasure in submitting our price for your consideration relating to the New Festoon Work at Mumbles , Swansea for 2021 .

Item	Description	Cost
	Termination and Removal of Existing Festoon Lighting together with enclosures powering current lighting system in place Approx.300Mtrs of existing festoon lighting and string lights to be removed	£690.00
	Supply and Installation of 10no New IP Rated Enclosures and Connections for the Proposed New Festoon Lighting Located throughout the Scheme	£920.00
	Supply and Installation including fixings of 500Mtrs of 'Lite' Festoon Lighting with 0.5Mtr Spacing of the 1000no lamps c/w 1w white led lamps	£12740.00
	Supply and Installation of 500Mtrs of 6mm Stainless Steel Catenary Wire and Tensioners for the Festoon to be connected onto	£1320.00
	Due to the locations and work required We will be looking at undertaking the work during the evenings to avoid any site and traffic issues throughout the daytime This work would take place up to 10pm but no later finish	
	OVERALL TOTAL COST FOR WORKS	£15670.00

Please note the following list of qualifications

- We have allowed for plant, Competent tester & labourer
- We have allowed for some works to be carried out at night if necessary
- No allowance has been made for major traffic management
- We have assumed that access is available to all areas

Our standard terms and conditions apply and are available on request

Quotations are based on current costs for labour, plant and materials and will remain open for a period of thirty days after which time rates may be amended or subject to confirmation.

Payment is due within thirty days of our progress application or invoice date to approved accounts only.

All rates are strictly nett of VAT at the prevailing rate.

Should you require any additional information then please do not hesitate to contact us.

Yours faithfully

Anthony Gough

Festive Lighting Contract Manager

Centregreat Ltd

Tel : 01656 650481

Mob : 07810 773897



MUMBLES COMMUNITY COUNCIL

REVIEW OF THE STAFFING STRUCTURE OF THE COUNCIL

Prepared by Paul Egan, One Voice Wales
December 2021

1. INTRODUCTION

- 1.1 One Voice Wales has been commissioned by the Council to undertake a review of the staffing structure of the Council having regard to the views of the current four members of staff and members of the Personnel Committee.
- 1.2 Meetings were held with each member of staff and two meetings were held with the Personnel Committee accompanied by the Clerk to the Council. The notes of each of the meetings are appended to this report.
- 1.3 There were a range of views presented to me in relation to the consultations that took place and these are summarised in the next section of the report.

2. VIEWS OF THE PERSONNEL COMMITTEE

- 2.1 The key issues raised by members of the Committee are summarised as follows:
 - Need to review the structure with the possibility of having specific project managers with skills linked to allocated projects
 - Improved access to staff by members of the public and councillors
 - Some concern was expressed about the high cost of recruiting more staff
 - Need to provide communication channels for residents who are not able to access on-line communications
 - Possibility of the Ostreme Centre becoming the main office of the Council as well as a community hub
 - It was acknowledged that a role of Facilities Manager might be required in the future but at the moment this was not necessary given that there were few facilities under the direct control of the Council

- There was a need to address issues relating to communication with the City and County of Swansea
- It was considered that there might be scope for the recruitment of a Grants Officer at a future point in time
- The focus on environmental improvements within the community remained a priority
- There was no consensus on having formal delegation of decision making to Committees but appropriate delegation for officers attracted support
- There was need to develop an effective system for the archiving of and access to Council documents
- Agenda packs for meetings were put together well but often received too late – it was noted that a reduction in the number of Committees might help improve the situation
- Too much work expected of the Clerk and requires a change of distribution (Noted that a change in the number of Committees may partly address the issue)
- Need for a greater professionalism in overall operations – need clearer structures and procedures to enhance efficiency and effectiveness
- Individual councillors can add to the workload of staff
- Better understanding of interview process when appointments made
- Need to develop the skills of staff and motivate them to take on more development work
- Need to address the needs of all sections of the community.

3. VIEW OF STAFF

3.1 Views of the Clerk

- His hours of work had been increased to 30 hours per week and he would not want these hours to increase further

- New facilities now being managed by the Council has added to his workload
- Management of staff requires sufficient time for him to manage and support them
- He has a concern that sharing part of the traditional work of a Clerk with the Assistant Clerk/RFO results in the Assistant having less time for financial management and administration which is a real concern going forward
- There is some infighting within the Council but he hoped that a new Code of behaviour now introduced would serve to manage the situation
- Even with the increase in his hours he remained 'bogged' down with administrative duties and needs to be freed up to deal with more strategic matters and project development (The reduction in the number of Committees may help to a certain extent)
- He considers that there is a need for a Democratic Services Officer to be employed and sees this as the number one priority – this would free him up to undertake more strategic tasks and also free up the Assistant Clerk/RFO to focus more on financial management and administration
- The convenience of using Zoom for meetings has led to more meetings being held and in turn more actions to deal with
- Need to reduce the costs of subsidising the Ostreme Centre by having more income generated events
- Considers that more hours were needed for the Environmental and Communications roles especially having regard to the need to focus more on community engagement and grant applications
- He considers that weekly team meetings are working well
- He also considers that the appraisal scheme is working well
- A Facilities Manager may be required in the future but the timing of such an appointment would depend on whether the Council continues to take on more facilities requiring direct management.

3.2 Views of the Assistant Clerk/RFO

- Insufficient time to do justice to the financial role of RFO
- He does not want his hours to be increased beyond the current 20 hours per week
- He has worked a lot of additional hours and built up a lot of TOIL (He estimates that he has been working 25-30 hours per week over the past 6 months)
- He fully supports the employment of a Democratic Services Officer post
- He is often expected to progress projects not specifically linked to Claire and Jasmine's role which is very time consuming
- He would rather his role focussed solely on RFO duties and would be prepared to reduce his hours to 15 hours per week if necessary
- He directly manages Claire which adds to his workload
- He agrees that it might be necessary to employ a Facilities Manager in the future
- There might be a need for a Caretaker role at the Ostreme Centre
- Might need to have a grounds maintenance person in the future with a link to the maintenance of Underhill Park
- Greater officer delegation would improve efficiency and effectiveness
- There is a need for a TOIL policy
- Weekly staff meetings work well but they take up time – might be better to time limit them and hold them on a fortnightly basis
- He would support an annual meeting of staff with the Personnel Committee in the form of an Employee Forum
- The effectiveness of information sharing between staff was being adversely impact through staff being overstretched
- The delay in conducting annual appraisals was due to workload pressures
- He suggested that the results of annual appraisal should have a direct link with annual pay incremental progression

- He was grateful for the support given by the Council for training and development but time pressures meant that staff did not have the time to pursue these opportunities – he would be prepared to pursue the CiLCA qualification but time pressures prevented any progress being made in this connection
- The public very rarely visit the office and for the future his vision was one of a mix between office and home-based working
- He considered that the Council should invest in the staffing structure to reflect current and future projected demands

3.3 Views of the Marketing, Editorial and Events Planner

- Job description in need of updating to reflect the role
- At times the workload can be excessive
- Prefers to remain on current hours based on a 4-day week
- Main issue for her is the pay attached to the post
- Need for an Office Manager based in Ostreme Centre – could staff a Tourist Information Centre – link with economic well-being of the community
- More than happy to work in Centre on the staff rota
- Need for a Mumbles APP and more investment in fund raising and grant applications
- Taking TOIL is a real issue – hoping to be paid for TOIL not taken??
- Has good working relationship with members and staff
- Team Meetings work well
- Ostreme Centre needs refurbishing to modern-day standards and should be community facing – issues with current trustees

3.4 View of the Environmental Engagement Officer

- Core hours are 26 per week with 7.5 hours for SMUGS Project ending in November – occasionally some of the 7.5 hours needed for core work
- Some changes to job description required
- Plastic Free Mumbles project reliant on two volunteers (commit 7-10 hours pw) – suggest growth of the project
- Current workload extends to 30 small and 4 large projects – workload not likely to increase??
- Communication with CCS could be improved – single point of contact needed
- Possibly in future of having an external grounds team/3-year maintenance contract – save time in obtaining ad hoc quotations
- Issue of knowing when other staff are working – schedule of availability and e-mail signatures with contact details
- Team meetings very useful but could be time-limited and held less frequent
- Future – a mix of home and office working – sometimes difficult to concentrate at home
- Clerk always raises training and development opportunities.

4. ANALYSIS OF THE CORE ISSUES RELATING TO THE STAFFING STRUCTURE OF THE COUNCIL

4.1 This section of the report is an analysis of the core issues identified by members of the Personnel Committee and by staff.

4.2 The core issues are examined under each of the following headings:

- a) Capacity of the current staffing structure
- b) Training and Development
- c) Streamlining of decision-making processes

- d) Management of events
- e) Management of facilities
- f) Time Management
- g) Communication
- h) Access to the public.

4.3 **Capacity of the current staffing structure**

The current arrangements for the management of the governance and financial arrangements in support of the Council comprise of the Clerk working 30 hours per week and the Assistant Clerk/RFO contracted to work 20 hours per week. A total of 50 hours per week. In meetings with both staff the main issues related to the Clerk considering that he was unable to focus on the more strategic aspects of his role due to the need for a high focus being assigned to day-to-day governance related matters and the Assistant Clerk/RFO explaining his concern that governance and project related work was preventing him from addressing the key elements of the RFO role. They both indicated that they did not wish to have their contracted hours of work increased but were looking for their roles to be refocussed to enable them to fulfil all elements of their respective roles. The Assistant Clerk/RFO indicated to me that he would be prepared to have his weekly contracted hours reduced to 15 hours per week if his role was changed to one based solely on fulfilling the role of the RFO which is a statutory role required under S151 of the Local Government Act 1972. Although this might be viewed as a suitable option the danger here is that in the absence of the Clerk, it would not then be possible for the Council to turn to the Assistant Clerk/RFO to cover the core elements of both roles. In my experience, Councils often find themselves in difficulty if either of these essential posts are not covered during a period of sickness absence or annual leave.

The Assistant Clerk/RFO has line management responsibilities for the Marketing, Editorial and Events Planner which in my view does not fit well with the core role of the Assistant Clerk/RFO. It would appear that this line management arrangement was put in place for the purpose of dividing up line management responsibilities to manage workload levels rather than for any specific defined purpose. It appears to have resulted in the Assistant Clerk/RFO being distracted from his core role and from what he has told me may have been one of the reasons why he has built up so much time off in lieu.

Based on the current gross expenditure of the Council there would in my view be rationale for increasing the governance and financial staffing strength of the Council to reflect how the Council has expanded its role in the community in a relatively short period of time with a clear focus on addressing the well-being goals linked with the Well Being of Future Generations (Wales) Act 2015. In order to maintain its forward-looking commitment it would be in the interests of the Council to invest further in creating a solid foundation for the management of its governance and financial affairs.

The following recommendations are put forward for the Council's consideration:

Recommendation One

*The Council consider creating a new post of Democratic Services Officer with a primary focus on the administering of the governance functions of the Council. (A suggested job description is included in **Appendix 1** to this report which includes a suggested grading level and hours for the post)*

The benefits of having such a post would be as follows:

- ✓ Free up the Clerk to focus more on strategic aspects of his role to encompass new duties arising in 2022 relating to the preparation of an Annual Report and Training Plan (Local Government and Elections (Wales) Act 2021)
- ✓ Enable the management of the Marketing, Editorial Events Planner to transfer to the line management of the Clerk
- ✓ Reduce the governance and line management responsibilities of the Assistant Clerk/RFO to enable him to focus more on his financial responsibilities (I would not recommend reducing his hours in view of the importance of a feature of his job description being to cover for the Clerk when necessary)
- ✓ Reduce the build up of TOIL which is often difficult to take in terms of hours and the related impact this can have on workload management when hours are taken as time off
- ✓ Improve the timeliness of the circulation of agenda packs to members of the Council.

4.4 **Training and Development**

The Council will be aware that from May 2022 the general power of competence will be available to eligible Councils which meet the required criteria. One of the criterion will be that the Clerk holds the Certificate in Local Council Administration. The Clerk does not currently hold this qualification and even though the Assistant Clerk/RFO has indicated that he would pursue the qualification it has been established that to claim eligibility for using the power it must be the Clerk that holds the qualification. I understand that both postholders would be prepared to pursue the qualification if they had sufficient time available within their contracted hours to undertake the work required which is quite considerable. As a holder of the qualification myself and also a practising CiLCA trainer I can confirm that considerable time would need to be devoted to pursuing this portfolio-based qualification. I noted from my discussions with staff that the Council has been very supportive in

relation to the training and development needs of staff and it is assumed that this support would continue. It appears to me that the creation of a new post of Democratic Services Officer may assist in creating the necessary time for both postholders to pursue the qualification.

Recommendation Two

The Council to consider whether to support either the Clerk or both postholders pursuing this qualification at the appropriate time.

4.5 Streamlining of decision-making processes

In my discussions with members of the Personnel Committee and with the Clerk and Assistant Clerk/RFO it was apparent that there was support for a delegation schedule to officers being considered as a means of streamlining decision making processes. S101 of the Local Government Act 1972 enables Councils to delegate decision making responsibilities to officers other than in relation to certain decisions (e.g., approving the budget and precept). By having a delegation schedule, it would obviate the need for many day-to-day decisions being put before the Council which could be taken by officers without recourse to specific Council approval. It may result in a reduction in the level of governance processes. Many Councils have a delegation schedule in place for this very purpose and to speed up decision making.

Recommendation 3

*The Council consider adopting a delegation schedule to support officers making decisions on its behalf (**Appendix 2** gives a suggested schedule for consideration).*

4.6 Management of events

The Marketing, Editorial and Events Planner advised me that her workload was very demanding and growing and at times she was struggling to manage events as there was no assistance available to her to deal with the very time-consuming basic duties so commonly associated with events management. She also advised me that being required to manage events without support had resulted in her working beyond her contracted hours and building up a considerable amount of TOIL which she hoped could be paid to her as she was unable to find the time to take it as time off in lieu. She provided me with a suggested job description for the role.

Recommendation 4

*The Council to consider creating a new post of Events Assistant that could be directly linked to a role of General Office Assistant which would enable greater practical support to be available in relation to events management and also seek to achieve a Council presence in the Ostreme Centre to support enhanced interaction with residents and visitors. (This would serve to create improved accessibility to residents and also assist with the tourism agenda in that the office could form the base for a tourist information bureau). **Appendix 3** provides a suggested job description which encompasses a general office assistant role as well as suggested hours and grading level for the post.*

4.7 Management of Facilities

From my discussions with members of the Personnel Committee and staff it became clear that it might be appropriate to consider the recruitment of a Facilities Manager at some point in the future. The need

for such a post would be dependant on the range of facilities that the Council might provide for the community in the future. I am attaching a job description for such a role (**Appendix 4**) but am not making any recommendation about the creation of such a role at the current time.

4.8 Time Management

The Assistant Clerk/RFO and the Marketing, Editorial and Events Planner had both built up significant amounts of time off in lieu which they considered they did not have the time to take off. The Council might therefore consider paying the TOIL as a one-off sum to clear the amounts outstanding and if the main recommendations of my report are approved it should lead to the creation of a baseline when TOIL can be better managed and controlled.

Recommendation 5

The Council to consider paying for all or some of the TOIL accrued by the Assistant Clerk/RFO and the Marketing, Editorial and Events Planner.

Recommendation 6

*The Council to consider introducing a time off in lieu policy based on the model appended to this report (**Appendix 5**).*

4.9 Communication

This section of the report relates to communication within the Council. Staff and members of the Personnel Committee considered that there was a need to improve internal communication arrangements ensuring that everyone was aware of when a member of staff was available and how they could be contacted. It was suggested that all staff should have

a standard signature included in their e-mails stating working hours when they are available for contact and in addition to the office number a mobile phone that they could be contacted on.

Recommendation 7

All staff to create a signature within their e-mails providing details of their weekly availability and a mobile phone that they can be contacted on during their designated working times.

4.10 Access to the Public

The view of members of the Personnel Committee was that the office in the Ostreme Centre should be staffed at designated times of the day for members of the public to contact the Council. It could also be extended to provide a tourist information bureau to support the tourism agenda. This might require a refurbishment of the Centre to make it more public facing. In recommendation 4 above I have suggested that if the Council decided to create a new post of Events Assistant this could be broadened out to cover office administration duties with the post being described as an Events and General Office Assistant.

5. OTHER MATTERS FOR CONSIDERATION

In my discussions with members of the Personnel Committee and staff the following matters were suggested for consideration:

- a) To encourage the City and County of Swansea to provide single points of contact in relation to the range of contacts needed in each of the relevant departments.
- b) A change in the timing of team meetings being held on a fortnightly basis.
- c) The possible linking of incremental pay awards to the appraisal scheme.

- d) Need for a Mumbles APP and more investment in fund raising and grant applications.
- e) Changing the basis of awarding grounds maintenance contracts based on time periods rather than on a job-by-job basis.
- f) Arrangement of an Annual Employee Forum with members of the Personnel Committee.

6. CONCLUSION

- 6.1 Depending on the outcome of the Council's consideration of the recommendations I would be more than prepared to work with the Clerk to finalise the suggested job descriptions to encompass person specifications as part of the overall consultancy project. There would be no additional cost for this service.j

Appendix 1 Suggested Job Description for a Democratic Services Officer (18.5 hours per week with a requirement to work at the office on designated days and to covering evening meetings)

Grading Level – SCP Points 7-12 (£20092 to £22183 pro rata – 2020/21 pay rates)

Reporting Line to the Clerk

Main Tasks

- To provide administrative support to the Clerk and Assistant Clerk/RFO
- To work with the Clerk to coordinate the preparation of the Council Summons including agendas and all relevant reports and documentation associated with each Council committee and meetings and disseminate to Councillors and staff accordingly within the statutory timescales.
- Attend meetings of the Community Council and its Committees to take and produce the minutes or notes as required.
- Support the Council's vision for the future and its aspirations in line with the sustainable development principle of the Wellbeing of Future Generations (Wales) Act 2015.
- Organise and be responsible for the day to day running of the general office.
- Support the administration in ensuring the smooth running of Committees in line with standing order requirements.
- Provide excellent standard to the general public projecting a friendly and knowledgeable demeanour.
- Have knowledge of and understand the importance placed by the Council on excellent front line customer service and provide that standard of customer care to the general public.
- Responsible for ensuring all small items of general office equipment are maintained and an inventory of such items is kept up to date.
- Responsible for ordering, maintaining and monitoring general office stationery supplies.
- Provide administrative support to meet the needs of the Council's office.
- To organise the uploading or displaying of committee agendas and papers to the Council's website and notice boards.
- To occasionally provide assistance to the Marketing, Editorial and Events Planner for various events and competitions.
- To assist the Clerk in providing information required for the production of the Annual Report of the Council.
- Develop the annual timetable of committee meetings.

General

- Assist at Council functions and events which occur outside of normal office hours.
- To contribute to the updating and maintenance of democratic related areas on the Council website.
- Work with colleagues in a team setting to develop new initiatives and/or services.
- Carry out further duties appropriate to the post in furtherance of the Council's purpose, aims, objectives, policies and priorities.
- Adhere to the policies contained in the staff handbook.

APPENDIX 2 Model Scheme of Delegation to Officers

MUMBLES COMMUNITY COUNCIL

SCHEME OF DELEGATION

1. COUNCIL FUNCTIONS

1.1 The following matters are the responsibility of the full Council: -

- a) Adopting and changing the Council's Standing Orders, Financial Regulations and powers and duties of Committees.
- b) Approving, adopting or making material changes to the Council's policy framework.
- c) Approving the Council's corporate plan, annual report, budget and the level of precept levied on the City and County of Swansea.
- d) Approval of the Council's annual accounts and the annual return.
- d) Authorising borrowings.
- e) Authorising the incurring of expenditure not provided for within the approved budget or otherwise permitted under the Council's Financial Regulations.
- f) Appointing Council representatives to serve on outside bodies.
- g) Nomination of appointment of representatives of the Council at any inquiry on matters affecting the community, excluding any matters that may be delegated to a Committee.
- h) Responding to public consultations on matters affecting the community excluding those matters specific to a Committee.
- g) Confirming the appointment of the Clerk and the RFO.
- h) Making, amending, revoking, re-enacting or adopting byelaws.
- i) Determining the adoption of any new undertakings or asset transfers.
- j) Prosecution of defence in a court of law.
- i) All other matters which must, by law, be reserved to the full Council.

2. DELEGATION TO OFFICERS

The following delegations are subject to them being implemented within the law, the Council's Standing Orders and Financial Regulations, within the

accepted policy framework and where budgetary provisions exist or as otherwise authorised in accordance with financial regulations.

Service Area	Function	Officer
Audit	To maintain a continuous internal audit	RFO
Communications	To deal with all press and public relations on behalf of the Council.	Clerk/Marketing, Editorial and Events Planner (in consultation with the Chairman)
Documents	To sign documents on behalf of the Council.	Clerk
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections.	Clerk
Emergency Planning	To lead the Council's response in the case of a major emergency in consultation with the Emergency Planning team at the City and County of Swansea.	Clerk (in consultation with the Chairman)
Finance	To administer the Council's bank balances.	RFO
	To maintain adequate insurance cover for the Council's activities and property.	RFO
	To act as the Responsible Financial Officer.	RFO
	To authorise the payment of accounts	Clerk
	To write off outstanding debts in accordance with Financial Regulations.	RFO

Service Area	Function	Officer
	Authorisation of routine expenditure within the agreed budget.	Clerk
	Emergency expenditure up to £3000 outside of the agreed budget.	Clerk
	Authorisation of expenditure on works up to a maximum of £2000 in any one case.	Clerk
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme.	Clerk
Governance	To receive declarations of acceptance of office.	Clerk
	To receive and record notices disclosing personal interests.	Clerk
	To receive and retain plans and documents in accordance with the approved document retention scheme.	Clerk
	To certify any byelaws approved by the Council.	Clerk
	Authorisation to call any extra meetings of the Council or any Committee as necessary having first consulted with the Chairman and/or Chair of the appropriate Committee.	Clerk
	Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Committees.	Clerk
Information and Communication Technology	To be responsible for the provision and management of information and communications technology provided within the Council including the replacement of out-dated equipment or the purchase	Clerk/Asst Clerk and RFO

Service Area	Function	Officer
	of new equipment within the approved budget.	
Land and Property	To purchase necessary goods and supplies.	RFO
	To maintain the Council's offices and property in accordance with financial regulations.	Clerk
	To arrange for grass cutting frequencies in relation to the maintenance of green spaces within the community for which the Council is responsible.	Clerk
	To devise planting schemes for the various green spaces for which the Council is responsible.	Clerk
	To ensure that trees for which the Council is responsible are maintained in safe condition in accordance with good arboricultural practice.	Clerk
Member support	To deal with member requests for secretarial or administrative support in connection with their duties.	Clerk
Proper Officer	To act as the Council's proper officer in accordance with the job description for the role.	Clerk
Staffing	To undertake the duties of the Head of Paid Service and ensure that all staff effectively perform their functions as contained in their job descriptions and that the annual appraisal scheme for staff is fully complied with.	Clerk
	To implement national pay awards and conditions of service.	Clerk
	Within the approved budget, to administer the staffing establishment and the national agreement on pay and conditions.	Clerk

Service Area	Function	Officer
	Day to day supervision and control of staff including the implementation of all personnel procedures as line manager of staff.	Clerk
	To engage temporary or seasonal workers and determine their wages and conditions.	Clerk

APPENDIX 3 SUGGESTED JOB DESCRIPTION FOR AN EVENTS AND GENERAL OFFICE ASSISTANT

Job Description – Events and General Office Assistant

Hours: 9.30am – 1.30pm Monday – Friday (hours may be increased during event times)

Reporting Line to Marketing, Editorial and Events Planner

Suggested Grading Level - SCP Points 4-6 (£18933 to £19698 pro rata – 2020/21 pay rates)

Location: Mumbles Community Council office at Ostreme, Mumbles, occasional off-site working when assisting with events

The primary function of the role is administrative, but the successful candidate will be expected to get involved with events, assisting the Marketing, Editorial and Events Planner and other staff and Councillors where required.

The Role:

1. Acting as MCC's point of contact for visitors, clients, or suppliers via email, over the phone or in person
2. The successful candidate will be responsible for working closely with the Marketing, Editorial and Events Planner to support all elements required to produce high quality events
3. Help to develop a Tourism Information Bureau – assisting visitors and residents with enquiries
4. As well as the public facing role, the successful candidate will also assist other officers and undertake administrative tasks, including:
 - Answering the phone and taking messages
 - Booking meetings for colleagues and arranging meeting schedules
 - Organising filing systems and updating databases
 - Ordering new office equipment, such as stationery, printer refills and any event equipment required
 - Responding to questions and requests for information from Councillors and members of the public

Requirements:

- The role requires a high level of coordination, attention to detail and ability to multitask
- Excellent administration and organisation skills
- A strong team-player willing to lend help to ad-hoc tasks at short notice
- A friendly, pleasant disposition with the ability to build relationships both internally and externally
- Intermediate knowledge of Word, Excel, PowerPoint, Outlook and Google Docs

APPENDIX 4 MODEL JOB DESCRIPTION FOR A FACILITIES MANAGER

The Facilities Manager will provide day to day management and control of all Council assets and facilities and supervise the work of contractors in line with operational guidelines agreed by the Clerk.

Key Duties and Responsibilities

1. Governance and Regulatory Matters

- a) To attend meetings of the Council and Committees and prepare reports and provide advice as required in relation to the work of the post.
- b) To undertake routine inspections of the Council's parks and playgrounds in order to comply with the requirements of the Council's insurers and in accordance with HSE guidelines.
- c) To ensure that the findings of routine inspections are investigated, and appropriate action taken as necessary.
- d) To investigate accidents and deal with insurance claims.
- e) To ensure that all appropriate Council policies and procedures are complied with.

2. Financial Administration

- a) To certify all accounts for payment which relate specifically to the work and properties under the management and control of your post.
- b) To deliver services under your management within set budget provision.
- c) To assist in the preparation of the annual estimates of the Council and to be responsible for the ordering of all equipment and supplies through the central staff.
- d) To prepare tender documents and monitor grounds maintenance contracts.
- e) To prepare the Council's asset register and ensure that it is maintained up to date.
- f) To assist the Council in generating income from the hire of sports facilities.

3. Estates and Facilities Management

- a) To be responsible for ensuring at all times so far as is reasonably practicable the security and safeguarding of the Council's properties, equipment and materials.
- b) To arrange for the inspection and maintenance of vehicles, plant and appropriate equipment in accordance with manufacturer's standards and ensure that all statutory requirements are fully complied with.
- c) To develop and operate a schedule of inspections of all Council properties and facilities/amenities ensuring they are managed and maintained to a high standard.
- d) To undertake regular inspections of all Council facilities and buildings and act on the findings.
- e) To make proper and adequate arrangements for the care, cleaning and security of Council premises.
- f) To undertake regular inspections of all office structures and fittings, ensure that required maintenance and inspection requirements are undertaken and statutory certificates are up to date and a rolling programme of furniture and equipment is prepared and actioned as appropriate.
- g) To liaise with relevant professionals and other organisations appointed by the Council to support all aspects of estates and facilities management as may be required.
- h) To take part in an out of hour's on-call system for Council's premises for which compensatory time off will be granted should the postholder be called out.
- i) To ensure that the Council's footway lighting account is kept up to date and the best energy rates obtained.
- j) To maintain a database of relevant information concerning the Council's assets for inclusion in future contract documentation.
- k) To co-ordinate arrangements with outside agencies in relation to all aspects of CCTV monitoring.
- l) To co-ordinate tree surveys and implement the findings from survey reports.

4. Communications

- a) To assist in the management of Council events by acting as the designated health and safety officer on the day and by allocating staff duties and ensuring that staff carry out those duties in a responsible and diligent way.
- b) To represent the Council on outside bodies and agencies as may be required.

5. Health and Safety

- a) To assist in ensuring that the Council's statutory obligations for the effective management of health and safety are met and that the health and safety policy and supporting processes and procedures are reviewed at appropriate intervals. (The Clerk will advise the Council when assistance from a competent person might be necessary in relation to the technical aspects of health and safety).
- b) To ensure that risk assessments are prepared and reviewed in relation to all services, premises and events.
- c) To take care of your own health and safety and ensure through training and guidance that employees are aware of their responsibilities in relation to the roles they perform.

6. Project Management

- a) To manage appropriate projects ensuring adhesion to project plans, budgets and deliverables to include preparation of funding applications.
- b) To organise the Council's application for green flag status and the Wales in Bloom competition.
- c) To assist the Council in meeting its statutory responsibilities in relation to the Section 6 duty (Biodiversity) contained in the Environment (Wales) Act 2016.
- d) To assist the Clerk in meeting the statutory duty of the Council relating to the Well Being of Future Generations Act.

7. Equality and Diversity

- a) To support the Clerk in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of its work.
- b) To ensure that all employees are fully aware of the Council's commitment to and obligations arising from equality legislation.
- c) To work with the Council to ensure that the requirements of the Welsh Language Act are reflected in all aspects of service delivery and that when published, the standards to be produced by the Welsh Language Commissioner are fully implemented as appropriate.

8. People Management

- a) To observe and apply all policies and procedures contained in the Employee Handbook.

9. Personal Development

- a) To develop professionally by keeping up to date your knowledge, skills and networks to ensure the efficient management of the Council's affairs.

10. Other

- a) To undertake other duties from time to time which are commensurate with the level and grading of the post.

APPENDIX 5 Model Time off in Lieu Policy

MUMBLES COMMUNITY COUNCIL

Model Time Off In Lieu Policy

Purpose:

The Council recognises that on occasion it may be necessary for employees to undertake work outside of their normal working hours. Any agreement by employees to work additional hours is on a voluntary basis.

The purpose of this policy is to ensure that managers and employees are aware of and understand the Council's time off in lieu (TOIL) arrangements so that they are applied consistently.

Scope:

This policy applies to all employees of the Council.

Definition:

TOIL is defined as time taken off work by employees in recompense for additional hours worked outside of their normal working hours.

TOIL Rates:

TOIL will be accrued at plain time rates and no enhancement will be made in relation to the calculation of hours counting towards TOIL.

Accruing TOIL:

Employees can only accrue TOIL if authorised, in advance, by their designated line manager. Additional hours worked by personal choice will not qualify for accrual of TOIL.

TOIL should not be accrued on a regular basis, with the exception of evening meetings or required attendance at civic events. If an employee is regularly required to work additional hours, the line manager should undertake a review of working arrangements.

TOIL accrued will be included on the monthly timesheet for each employee, as will TOIL taken. Each timesheet is signed and authorised by the designated line manager.

The Council realises that it is unlikely that the Clerk will be able to seek approval in advance for TOIL accrued and therefore places trust in the Clerk to ensure that where additional hours are worked and TOIL accrued, it is done so as a necessity and in a productive manner.

The Clerk's monthly timesheet should show all TOIL accrued or taken, being signed and noted by the designated line manager (i.e., Chairman of the Council)..

When attending Council events or events where the employee is invited as a Council employee, it will be down to the designated line manager or Clerk to assess whether TOIL shall be accrued. For example, simply attending an event without any specific requirement to work will not necessarily count unless it can be evidenced that work has been undertaken.

Excessive levels of TOIL should not be accumulated (i.e., no more than 30 hours in any ongoing month period). However, in exceptional circumstances, the line manager has discretion to agree to more. This is however only advised if it is felt that the employee will be able to take the TOIL within three months (see Using TOIL section).

Any suspected abuse of TOIL may be treated as a disciplinary matter.

Using TOIL:

TOIL can only be taken if agreed, in advance, with the designated line manager. Any requests will be considered in line with staffing levels and operational requirements. The Clerk will be responsible for allocating the use of his/her own TOIL at times when it is deemed suitable.

TOIL should be taken as soon as possible after accrual. One example of good practice is to come in later than your normal starting time the day after attending an evening meeting to redeem any TOIL accrued.

The Council feel it will need to be at the discretion of the designated line manager whether to allow TOIL to be built up to allow full days off work in addition to holiday entitlement or whether TOIL should be taken for parts but not all of a working day.

The Personnel Committee will receive a report detailing employee's TOIL levels on a quarterly basis. The Committee may decide to instruct line managers to ensure the TOIL is taken within a certain time limit (i.e., one month) unless a reason can be presented for the TOIL not having been taken.

No TOIL accrual should be carried forward beyond the end of a 12-month period (1st April to 31st March) with the exception of time accrued during the last two weeks of this period.

In exceptional circumstances where due to service delivery needs TOIL cannot be accommodated within the 12-month period, the employee can request payment for the hours owed providing the employee is on SCP 22 or less. This request should be made in writing to their line manager.

Employees on SCP 22 or more may, at the request to their manager, be granted an additional one-month period to allocate the TOIL.

Working Time Regulations:

The Council has a duty to protect the health and safety of its employees by ensuring that they do not work excessive hours and that, where necessary for them to work additional hours, they are appropriately recompensed.

When agreeing the accrual of TOIL, the designated line manager must ensure that the employee's working hours adhere to the requirements of the Working Time Regulations. If the employee's weekly working hours will exceed the 48 hours maximum, the manager must ensure that the employee completes an opt out form. The opt out form is appended to this policy.

December 2021

MUMBLES COMMUNITY COUNCIL

48 Hour working week: employee opt-out agreement

Employee name	
Job title	

By entering into this agreement, I understand and agree that the statutory maximum average working time of 48 hours a week will not apply to my employment.

I understand that I may be required to work more than an average of 48 hours a week for my employer.

In the event that I no longer wish to work more than an average of 48 hours per week, I understand that I will be required to give my employer three months' written notice to end this agreement.

Employee signature:

Date: