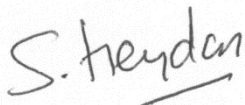


Summons to a Special Meeting of Mumbles Community Council

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 a **SPECIAL MEETING** of **MUMBLES COMMUNITY COUNCIL** to be held on Tuesday,
25 January 2022 at 6 pm, via Zoom



Steve Heydon
Clerk to the Council
Dated 20 January 2022

Mumbles Community Council Special Meeting Agenda 25 January 2022 at 6 pm Virtual Meeting (Zoom)

01 Apologies for Absence

02 Declarations of Interest

03 Exclusion of the Press & Public (Items 04 & 05 only)

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

Recommendations from the Personnel Committee

04 Review of the Staffing Structure of the Council

Report from Paul Egan, One Voice Wales.

RECOMMEND that MCC adopt the recommendations in the report.

05 Job Evaluation of Postholders

Report from Paul Egan, One Voice Wales.

RECOMMEND that MCC adopt the recommendations in the report.

06 Report of the Responsible Financial Officer – Budget & Precept 2022/23

RECOMMENDED that

- i. The draft budget is reviewed and the budget and precept for 2022/23 is agreed.
- ii. The RFO is authorised to make payments from any budget marked with a tick in the 'RFO Authorised' column without further authorisation from Council.
- iii. A priority list is drawn up of the items removed from the draft budget which could be funded from any underspend brought forward from 2021/22.

Draft Budget 2022/23

25 January 2022

Report of the Responsible Financial Officer

Draft Budget 2022/23

The Draft Budget 2022/23 for Mumbles Community Council is attached.

The draft budget reflects the aims and ambitions of the Council's Committees who have considered their draft budget to be recommended to Council for approval as required by Financial Regulations.

The approved Council Budget for 2021/22, excluding any budgets funded by earmarked reserves was £600,100 which gave an Annual Band D precept of £57.99. The precept for 2021/22 was held at the same level as 2020/21.

Swansea Council has informed Mumbles Community Council that the number of Band D equivalent properties for 2022/23 is 10,089 which is a reduction of 260 properties on the 2021/22 figure of 10,349. When the reduction was queried, Swansea Council explained that the 2021/22 figure included an estimate of properties that would attract a second home premium but that as the premium was applied exemptions from the premium were applied for and approved and also some properties reverted from being second homes to being someone's prime residence. The assumed Council Tax collection rate has also been reduced by 0.5%. Both the impact of the second home premium and the reduction in the collection rate has led to the reduction in the number of Band D equivalent properties for 2022/23.

Should Council wish to maintain the precept level at £57.99 for a third year then due to the reduction in the number of Band D equivalent properties, the Council is able to set a budget of £585,100 for 2022/23 and still maintain the precept at the 2021/22 level.

The draft budget 2022/23 total is currently £820,400 which excludes budgets funded by earmarked reserves but includes a 10% contingency to cover any additional or unforeseen expenditure during the year.

To maintain the precept at the 2021/22 level, the draft budget needs to be reduced by £235,300 to set a budget for 2022/23 at £585,100.

The budget for 2022/23 is funded in some cases by earmarked reserves which will be carried forwards from known underspends in the 2021/22 budget. The earmarked reserves are shown against each cost centres included in the budget. However, should the current year's budget further underspend by 31/03/2022 then the additional underspends can also be carried forward to 2022/23 subject to the level of General Reserves being maintained at the level identified in the Financial Reserves Policy.

RECOMMENDED that

- 1) The draft budget is reviewed and the budget and precept for 2022/23 is agreed.
- 2) The RFO is authorised to make payments from any budget marked with a tick in the 'RFO Authorised' column without further authorisation from Council.
- 3) A priority list is drawn up of the items removed from the draft budget which could be funded from any underspend brought forward from 2021/22.

Mumbles Community Council - Draft Budget 2022/23

Items	Actual 2020/21 £	Original Budget 2021/22 £	Revised Budget 2021/22 £	Draft Budget 2022/23 £	RFO Authorised
Office Costs					
Rent	9,600	9,600	9,600	0	✓
Broadband, Fax & Telephone	1,169	1,100	1,100	1,200	✓
Stationery	353	500	300	500	✓
Postage	0	100	0	100	✓
Photocopying	0	600	100	600	✓
Office Costs- Total	11,122	11,900	11,100	2,400	
Ostreme Centre					
Rent	26,250	15,000	15,000	15,000	✓
Electricity	0	1,800	0	2,700	✓
Gas	0	1,400	0	2,100	✓
Water	0	600	0	600	✓
Insurance	1,716	1,100	0	1,800	✓
Minor Maintenance	88	1,000	0	1,000	✓
Annual Gas Safety Check	0	200	0	200	✓
Annual Fire Safety Alarm Check (2)	0	300	0	300	✓
Annual Fire Extinguisher Check	0	100	0	100	✓
Burglar Alarm Contract	0	150	0	150	✓
Ostreme Centre - Total Expenditure	28,054	21,650	15,000	23,950	
Rent - Ostreme Community Association	10,500	7,000	7,000	7,000	
Loan Repayment	5,000	5,000	5,000	5,000	
Ostreme Centre - Total Income	15,500	12,000	12,000	12,000	
Less Earmarked Reserves					
Electricity	0	0	0	-1,800	
Gas	0	0	0	-1,400	
Water	0	0	0	-600	
Insurance	0	0	0	-1,100	
Minor Maintenance	0	0	0	-1,000	
Annual Gas Safety Check	0	0	0	-200	
Annual Fire Safety Alarm Check (2)	0	0	0	-300	
Annual Fire Extinguisher Check	0	0	0	-100	
Burglar Alarm Contract	0	0	0	-150	
Earmarked Reserves Total	0	0	0	-6,650	
Ostreme Centre - Budget Requirement	12,554	9,650	3,000	5,300	
Payroll					
Salary	48,999	66,200	74,600	76,800	✓
Pension Contributions	24,572	16,000	18,000	18,500	✓
National Insurance	9,186	4,100	6,000	7,100	✓
Chair's/Vice Chair's Remuneration	1,600	2,000	3,300	2,000	✓
Committee Chair's Remuneration	2,000	2,500	2,500	2,500	✓
Councillor's Remuneration	1,880	2,700	2,700	2,700	✓
Accountants Fees (Payroll)	632	600	600	700	✓
Implementation of One Voice Wales Staff Recommendations	0	0	0	37,900	✓
Grounds Maintenance Person	0	0	0	25,300	✓
HR Support	0	0	0	15,000	✓
Budget Total	88,869	94,100	107,700	188,500	
General Fund					
Insurance	1,940	1,900	2,000	2,100	✓
Subscriptions	321	300	400	400	✓
Scribe Accounting Package	487	650	950	950	✓
Survey Monkey	340	400	400	400	✓
Adobe Creative	0	500	500	500	✓
Zoom	0	150	150	150	✓

Items	Actual 2020/21 £	Original Budget 2021/22 £	Revised Budget 2021/22 £	Draft Budget 2022/23 £	RFO Authorised
Website and Email Hosting and Domain Name	2,025	1,700	2,100	2,300	✓
IT Support	538	0	1,500	2,000	✓
Website, Email, Media Management	150	0	0	0	✓
Audit Fee	838	1,200	1,200	1,200	✓
One Voice Wales	2,907	3,000	3,000	3,100	✓
Storage	1,050	0	0	0	
Elections	0	10,000	10,000	0	✓
Rental for Parish Online Maps	245	250	300	300	✓
Miscellaneous	2,266	2,000	2,000	2,000	✓
COVID-19	8,041	0	0	0	
Independent Food and Drinks Garden	11,946	0	0	0	
Councillors Individual Fund	0	18,000	18,000	18,000	✓
Carer's Allowance	0	0	700	1,700	✓
Budget - Total	33,094	40,050	43,200	35,100	
Less Earmarked Reserves					
Elections	0	-5,000	-5,000	0	
Earmarked Reserves Total	0	-5,000	-5,000	0	
General Fund - Total	33,094	35,050	38,200	35,100	
Community and Social Development Committee					
Underhill Park Grant	62,950	823,000	3,900	1,197,250	
Skatepark	6,536	64,000	5,000	434,700	
Langland Tennis Courts	49,094	39,800	39,800	0	
Skatepark Running Costs	0	6,600	0	6,000	
Skatepark Sinking Fund	0	0	0	7,900	
Underhill Loan Repayment	0	89,000	0	93,800	
Half Size Basketball Courts	0	22,500	22,500	0	
West Cross Green Play Equipment	0	20,000	20,000	0	
Road Safety	0	11,400	0	11,400	
Solar Powered Public Lighting Schemes	0	0	5,000	0	
Langland Court 3 - Basketball/Netball	0	0	10,500	0	
Family Fun Events	0	0	0	4,500	
Clyne Gardens - Wooden Play Equipment and Gazebo	0	0	0	6,000	
Mumbles Bowls Club	0	0	0	15,000	
Sports Courts at Grange Primary	0	0	0	59,200	
Skatepark Capital Costs	0	0	0	123,500	
Public Toilets	0	0	0	10,000	
Budget Total	118,580	1,076,300	106,700	1,969,250	
Less Earmarked Reserves					
Underhill Park Grant	0	-823,000	0	-1,185,550	
Skatepark	0	-64,000	-5,000	-434,700	
Langland Tennis Courts	0	-39,800	-39,800	0	
Skatepark Running Costs	0	0	0	-6,600	
Underhill Loan Repayment	0	0	0	-89,000	
Road Safety	0	-1,400	0	-11,400	
Solar Powered Public Lighting Schemes	0	0	-5,000	0	
Langland Court 3 - Basketball/Netball	0	0	-10,500	0	
Earmarked Reserves Total	0	-928,200	-60,300	-1,727,250	
Community and Social Development Committee - Total	118,580	148,100	46,400	242,000	
Culture, Tourism and Communications Committee					
Mumbles Fest	0	21,850	17,900	23,000	✓
Food Festival	0	10,000	0	10,000	
Christmas Motifs	5,800	6,000	6,100	6,500	
Christmas Trees (Inc. Picket Mead Living Trees)	8,840	7,600	9,600	10,000	
Inspection of Southend Tree	500	500	600	600	
New Christmas Motifs (2)	1,249	1,200	0	1,200	
New Lights - Oystermouth Christmas Tree	1,000	1,000	1,000	1,000	
Community Parties	0	2,000	2,500	2,000	
Schools Competition	0	1,000	0	1,000	

Items	Actual 2020/21 £	Original Budget 2021/22 £	Revised Budget 2021/22 £	Draft Budget 2022/23 £	RFO Authorised
Mumbles Guided Walks	1,500	1,500	0	1,500	
Mumbles Fashion Shows	0	1,500	0	1,500	
NHS Day	0	0	1,050	250	
Ostreme Busking	0	0	200	1,000	
Intern	0	0	0	0	
Coffee Mornings	0	0	500	1,000	
Digital Archive	1,587	8,000	8,000	10,000	
Tourism Plan - Improved Signage	0	2,000	2,000	2,500	
Floral Decorations	9,154	9,350	9,350	9,500	
Mumbles in Bloom - Contestant	0	100	0	250	
Mumbles in Bloom - Competition	0	100	0	250	
Marketing/Publicity Leaflets and Posters	1,915	3,000	500	2,500	
Newsletter Printing	4,093	4,000	4,200	4,200	
Newsletter Distribution	1,184	1,200	800	1,200	
Newsletter Translation	0	2,000	0	2,000	
Twinning	0	1,500	0	1,500	
Event Planning and Organisation	340	0	0	0	
St David's Day Event and Dragon Parade	702	0	0	750	
Festoon Lighting - Newton Road	0	16,100	16,100	0	
Festoon Lighting - Mumbles Road	28,829	0	500	500	
Cultural Contingency Fund	2,194	0	0	0	
Cliff Face Lighting	0	0	0	26,000	✓
Multimedia Consultant	5,000	12,000	5,000	7,500	
Queen's Jubilee Event and Beacon	0	0	0	2,000	
Event Income	0	-7,500	-8,700	-5,000	
Budget Total	73,887	106,000	77,200	126,200	
Less Earmarked Reserves					
Mumbles Fest	0	-6,700	0	-6,700	
Food Festival	0	0	0	-10,000	
Community Parties	0	0	-500	0	
Schools Competition	0	-400	0	-1,000	
Mumbles Guided Walks	0	0	0	-1,500	
Mumbles Fashion Shows	0	-1,500	0	-1,500	
Digital Archive	0	0	0	-2,000	
Tourism Plan - Improved Signage	0	0	0	-2,000	
Marketing/Publicity Leaflets and Posters	0	0	-500	-2,500	
Newsletter Translation	0	0	0	-2,000	
Twinning	0	0	0	-1,500	
Cliff Lighting	0	0	0	-26,000	
Earmarked Reserves Total	0	-8,600	-1,000	-56,700	
Culture, Tourism and Communications Committee - Total	73,887	97,400	76,200	69,500	
Environmental Committee					
Civic Amenities - Street Furniture	11,519	10,000	10,000	5,000	
Wildflowers	0	500	0	500	
Jubilee Garden	314	650	150	500	
Flora in Schools	0	1,750	0	3,500	
Cleansing SLA	0	14,100	18,200	17,400	
Environmental Engagement Officer - Resources	2,481	5,000	4,000	5,000	✓
Community Orchard	3,312	1,000	1,000	2,500	
Grass Verge Scheme	1,806	2,100	2,100	2,100	
Wildlife Signage Scheme	2,156	2,100	2,100	0	
Recycling Container	738	0	0	0	
Climate Emergency - Support Actions	0	10,000	8,000	5,000	
Castle Woods - Paths	0	2,500	12,400	4,000	
Planning Applications	0	2,500	0	0	
Cleansing - Bus Shelters	0	1,000	0	0	
Mumbles Road Refuse Collection Point	0	0	0	10,000	
Water Bottle Fillers	0	0	0	15,800	
Climate Emergency	75	0	0	0	
SMUGS Grant	0	0	0	1,000	
Place Plan	4,200	0	0	5,000	
Placemaking/Shared Space	0	0	0	5,000	

Items	Actual 2020/21 £	Original Budget 2021/22 £	Revised Budget 2021/22 £	Draft Budget 2022/23 £	RFO Authorised
Recycling Bins	0	0	0	7,000	
Plastic Free Mumbles Campaign	0	0	0	500	
E-cargo Bikes	0	0	0	10,000	
Grounds Maintenance Person	0	0	0	0	
Budget Total	26,601	53,200	57,950	99,800	
Less Earmarked Reserves					
Civic Amenities	0	0	0	0	
Wildflowers	0	0	0	-500	
Jubilee Garden	0	0	0	-500	
Flora in Schools	0	0	0	-1,750	
Cleansing SLA	0	0	-12,400	-9,200	
Environmental Engagement Officer - Resources	0	0	0	-1,000	
Community Orchard	0	0	0	-1,000	
Climate Emergency - Support Actions	0	0	0	-2,000	
Castle Woods - Paths	0	0	-9,900	0	
Mumbles Road Refuse Collection Point	0	0	0	-10,000	
Place Plan	0	0	0	-2,500	
Placemaking/Shared Space	0	0	0	-1,800	
Cleansing - Bus Shelters	0	-500	-1,000	0	
Earmarked Reserves Total	0	-500	-23,300	-30,250	
Environmental Committee - Total	26,601	52,700	34,650	69,550	
Finance and Compliance Committee					
Small and Medium Grants	24,486	40,000	40,000	60,000	0
Small Business Grants Scheme	0	20,000	20,000	0	
Commercial and Residential Painting Grants	0	0	0	5,000	
Multimedia Consultant	0	0	0	0	
Website and Email Hosting and Domain Name	0	0	0	0	
IT Support	0	0	0	0	
Website, Email, Media Management	0	0	0	0	
Training Courses and Associated Costs	1,200	2,000	200	5,000	
Evaluation Services	4,767	5,000	2,000	3,000	
Community Consultation	243	0	0	0	
Laptops/iPads	9,524	0	1,500	0	
Hybrid Meeting Equipment and Licences	0	5,000	15,000	0	
Ostreme Centre - Development Costs	14,586	30,000	20,000	55,300	
Ostreme Centre - New Operating Model	0	0	0	25,000	
Budget Total	54,806	102,000	98,700	153,300	
Less Earmarked Reserves					
Commercial and Residential Painting Grants	0	0	0	-5,000	
Training Courses and Associated Costs	0	-600	-200	-1,800	
Evaluation Services	0	-1,000	-800	-3,000	
Community Consultation	0	-3,750	0	0	
Ostreme Centre - Development Costs	0	0	0	-10,000	
Earmarked Reserves Total	0	-5,350	-1,000	-19,800	
Finance and Compliance Committee - Total	54,806	96,650	97,700	133,500	
Budget Sub-Total	419,513	545,550	414,950	745,850	
Add 10% Contingency		54,550		74,585	
Total Budget Requirement	419,513	600,100	414,950	820,435	
Annual Band D		£57.99		£81.32	

To keep Precept at £57.99 the budget for 2022/23 needs to be reduced by £235,300 to £585,100

