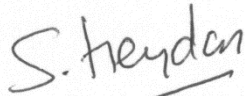


Summons to the May Meeting of Mumbles Community Council

Councillors:

Pam Erasmus
Rhian Evans
Rebecca Fogarty
Sophie Gardiner
Richard Jarvis
Phil Keeton
Sara Keeton
Rob Marshall
Emma McNamara
Clare-anna Mitchell
Helen Nelson
Francesca O'Brien
Angela O'Connor
Mike Parkin
Ian Scott
Will Thomas
Louise Thomas
Carrie Townsend Jones

You are **SUMMONED** to the **MONTHLY MEETING** of **MUMBLES COMMUNITY COUNCIL** to be held on Tuesday, 17 May 2022 at 7pm (approx. - following Annual meeting) , via Zoom



Steve Heydon
Clerk to the Council
Dated 12 May 2022

Mumbles Community Council
Meeting Agenda - 17 May 2022 at approx. 7.30 pm
(following Annual Meeting of Council)
Virtual Meeting (Zoom)

01 Apologies for Absence

02 Declarations of Interest

03 Minutes of the Monthly Meeting held on 12 April 2022

To approve the minutes of the meetings held on 12 April 2022

04 Clerk's Report

05 Chair's Report

06 Financial Report

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

07 Heat Source Pump at Underhill Park Changing Facilities

Using funds from CSD1 – Large Capital Grants (Underhill)

PROPOSE that, subject to the satisfaction of our Monitoring Surveyor and RFO that the investment will provide value for money (including consideration of environmental impact and sustainability) over the whole life of the Underhill development, funding is made available for assessment of the feasibility of, and subsequently design and implementation of heat source pump technology as part of the build.

Proposed by Cllr Rebecca Fogarty. Seconded by Cllr Richard Jarvis

08 Underhill – All Weather Pitch

Following the Full Council decision in April 2022 to set the following sums in our budget: £115,000 in 2023/24 and £115,000 in 2024/25 towards this project,

PROPOSE that paragraph 2.1(a) of the grant agreement with Mumbles Community Association is amended by inserting the follow clause: *(ii) up to £330,000 to be used in connection with the all-weather pitch works.*

This will enable Mumbles Community Association to pursue other funding streams to make up the total cost of the all-weather pitch.

PROPOSED by Cllr Will Thomas. Seconded by Cllr Rebecca Fogarty

09 Exclusion of the Press & Public

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

10 Consider Report from NSP HR Solutions Ltd



Minutes of Meeting of the Mumbles Community Council held on 12 April 2022 at 6 pm by videoconference (Zoom)

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

Officer Present: Steve Heydon

C02204-01 Apologies for Absence: Gareth Ford, Myles Langstone, Rob Marshall & Ian Scott

C02204-02 Declarations of Interest

C02204-03 Minutes of Previous Meetings

RESOLVED to approve the minutes of the meetings held on 8 March 2022 as a true record.

C02204-04 Clerk's Report

Cllr Richard Jarvis thanked the staff for all the advice and support over the last five years.

Cllr Pam Erasmus asked how much time had been spent providing Audit Wales with material for their audit. She thanked the RFO and Clerk for their tireless work on this.

RESOLVED that the report be noted.

C02204-05 Chair's Report

Chair read his final report as Chair.

RESOLVED that the report be noted.

C02204-06 Financial Report

RESOLVED that the electronic payments be retrospectively approved

RESOLVED that the report be noted.

Recommendations from the Community & Social Development Committee

C02204-07 Mumbles Digital Archive

Using funds from CTC12 - Digital Archive

RESOLVED that MCC's Heritage Co-ordinator – *Gower Unearthed* – be appointed to undertake stage two of the contract at a cost of £10,000.

C02204-08 Underhill – 3G Pitch

RESOLVED that we set the follow sums in our budget: £115,000 in 2023/24 and £115,000 in 2024/25 towards this project

Recommendations by the Finance & Compliance Committee

C02204-09 St David's Primary School Grant Application

Grant application for £2,500 to 'enhance pupils' well-being.'

Using funds from the FC1 – Small & Medium Grants budget

RECOMMEND that the grant be made for sole use on the trim trail (as this will be used by the wider public.

C02204-10 Questions to the Chair of the Finance & Compliance Committee

Recommendations by the Culture, Tourism & Communications Committee

C02204-11 Mumbles Fest

RESOLVED that a virement of £2,500 is made from Council contingency fund to the Mumbles Fest fund to cover the costs of the Festival Assistant will be made if required.

C02204-12 Questions to the Chair of the Culture, Tourism & Communications Committee

A question was asked on the date of this year's Mumbles Fest which will be held on Saturday, 16 July 2022.

C02204-13 Questions to the Chair of the Environmental Committee

No questions were asked.

C02204-14 Questions to the Chair of the Community & Social Development Committee

Chair was congratulated on the opening of the basketball court at Langland.

C02204-15 Exclusion of the Press & Public

RESOLVED that

C02204-16 Ostreme - Appointment of Ostreme Development Consultant

RESOLVED that (as some of the fine details of the arrangement with Down To Earth are subject to further negotiation) power is delegated to the Clerk and RFO to negotiate the detailed terms of the agreement with Down to Earth subject to confirmation being obtained from One Voice Wales and Audit Wales regarding the proposed agreement.

RESOLVED those further discussions are held with Down to Earth with a view to them being appointed to deliver the entire Ostreme Centre redevelopment subject to the costs being reported back to Council for approval.

Meeting Closed at 7.12 pm

Appendix

Electronic Payments Approved

	£	£	£
	£	£	£
01/02/22 Linden Church Trust - Summer of Fun Grant	70.00	0.00	70.00
08/02/22 HMRC - Payroll Deductions Month 10	1,676.69	0.00	1,676.69
08/02/22 Cllr Rebecca Fogarty - Childcare	535.00	0.00	535.00
08/02/22 Claire Anderson - Phone January 2022	10.00	0.00	10.00
08/02/22 Virgin Media - Phone & Broadband February 2021	73.50	14.70	88.20
17/02/22 MPM Wristbands - Winter of Fun Grant	20.00	4.00	24.00
17/02/22 Second Life Products Wales - Park Bench Cllr Linda Tyler-Lloyd	545.00	109.00	654.00
17/02/22 SLCC - Climate Change Summit EEO	90.00	18.00	108.00
18/02/22 Cover to Cover - Book Tokens - Cllr Pamela Erasmus	500.00	0.00	500.00
18/02/22 Cllr Pamela Erasmus - Gift Cards	16.25	0.00	16.25
18/02/22 OCA - Hall Hire for Coffee Morning January 2022	68.00	0.00	68.00
18/02/22 Dave Cottle - Music for Coffee Morning February 2022	100.00	0.00	100.00
18/02/22 Caswell Catering - Sandwiches for Coffee Morning February 2022	60.00	0.00	60.00
18/02/22 SA1 Creative - Multimedia Consultant February 2022	416.67	83.33	500.00
18/02/22 SA1 Solutions - IT Support	15.75	3.15	18.90
18/02/22 Claire Anderson - Cakes for Coffee Morning February	18.00	0.00	18.00
21/02/22 Barclaycard February 2022 - see below	2,623.07	0.00	2,623.07
23/02/22 Swansea Council - Pension Contributions January 2022	2,049.18	0.00	2,049.18
25/02/22 Staff Salaries - February 2022	4,789.56	0.00	4,789.56
25/02/22 Linden Church Trust - Winter of Fun Grant	36.00	0.00	36.00
25/02/22 Claire Anderson - Crayons Winter of Fun Grant	7.96	0.00	7.96
25/02/22 One Voice Wales - Training	30.00	0.00	30.00
25/02/22 The Shared Plate - Lunches for Winter of Fun Grant	1,000.00	192.00	1,192.00
25/02/22 HMRC - Payroll Deductions Month 11	1,258.45	0.00	1,258.45
01/03/22 OCA - Ostreme Rent March 2022	800.00	0.00	800.00
Total	16,809.08	424.18	17,233.26

Barclaycard Purchases – February 2022 Statement

Reach Publishing – Evening Post Subscription	21.58
Landlife Wildflowers – SMUGS Bulbs	231.50
Click Up – Collaboration and Project Management Tool	59.85
Click Up – Collaboration and Project Management Tool	37.53
Adobe Creative – Adobe	49.94
Catalyst2 Services – Website Hosting	15.59
Giff Gaff – RFO Mobile Phone	6.00
Green Tech – SMUGS Tree Guards and Supports	75.60
Amazon – Staples for Office	4.49
Microsoft – Online Services	135.36
Microsoft – Online Services	72.96
Zoom – Monthly Fee	14.39
Toolstation – Weed Control Fabric	39.98
WoodblocX – SMUGS Planter	311.80
Primrose – SMUGS Planter	319.98
Rainclear Systems – SMUGS Metal Raised Beds	1,114.20
Shred-It – Confidential Waste	112.32
Total	2,623.07

Finance Report

17 May 2022

1 - Electronic Payments for Retrospective Approval

	£	£	£
05/04/22 Mumbles Community Association – Underhill Payment Notice 3	21,193.47	0.00	21,193.47
11/04/22 AO Landscaping – Deep Clean Langland Tennis Courts	2,990.00	0.00	2,990.00
12/04/22 OCA – Ostreme Hall Hire for Coffee Morning and 50+ Grant Event	136.00	0.00	136.00
12/04/22 Swansea Yarnbombers - Grant	350.00	0.00	350.00
12/04/22 Cllr Rebecca Fogarty – Childcare Reimbursement	196.00	0.00	196.00
12/04/22 Virgin Media – Phone and Broadband March 2022	74.76	14.95	89.71
12/04/22 Peter Lynn – Langland Tennis Courts Legal Fees	765.00	153.00	918.00
12/04/22 Open Spaces Society – Subscription 2022/23	45.00	0.00	45.00
12/04/22 SLCC – RFO Membership 2022/23	171.00	0.00	171.00
12/04/22 SA1 Solutions – IT Support	17.55	3.51	21.06
12/04/22 1st Mumbles Scout Group - Grant	19,080.00	0.00	19,080.00
12/04/22 Scribe Accounting Package – Subscription 2022/23	950.00	190.00	1,140.00
12/04/22 Atkins Accountants – Annual Returns 2021/22	97.30	19.46	116.76
12/04/22 Friends of Mumbles Parks – Cllr M Langstone Individual Fund	1,000.00	0.00	1,000.00
13/04/22 Friends of Mumbles Parks – Cllr W Thomas Individual Fund	250.00	0.00	250.00
13/04/22 Friends of Mumbles Parks – Cllr P Reason Individual Fund	250.00	0.00	250.00
20/04/22 BT Group – Back up Service	29.95	5.97	35.92
21/04/22 Atkins Accountants – Payroll Q4 2021/22	50.00	10.00	60.00
21/04/22 Audit Wales – External Audit 2018/19	2,572.90	0.00	2,572.90

21/04/22	Chris White Electrical Solutions – MCC Equipment PAT Testing	53.50	0.00	53.50
21/04/22	HMRC – Payroll Deductions Month 12	2,707.20	0.00	2,707.20
21/04/22	Mumbles Netball Club – Cllr W Thomas Individual Fund	250.00	0.00	250.00
21/04/22	Mumbles Netball Club – Cllr P Reason Individual Fund	250.00	0.00	250.00
21/04/22	Barclaycard Statement – April 2022	732.03	0.00	732.03
25/04/22	Staff Salaries – April 2022	4,833.54	0.00	4,833.54
26/04/22	Mumbles Community Association – Underhill Payment Notice 4	13,143.91	0.00	13,143.91
03/05/22	OCA – Minor Hall Rent May 2022	800.00	0.00	800.00
	Total	72,989.11	396.89	73,386.00

Barclaycard Purchases – April 2022 Statement

Reach Publishing – Evening Post Subscription	21.58
Amazon – Easter Parade Blu-ray	11.98
Catalyst2 Services – Additional Storage	6.00
Adobe Creative - Adobe	49.94
Catalyst2 Services – Website Hosting	15.59
Giff Gaff – RFO Mobile Phone	6.00
Amazon – awaiting invoice	88.77
Microsoft – Online Services	135.36
Microsoft – Online Services	86.40
Zoom – Monthly Fee	14.39
Flags and Flagpoles – Jubilee Bunting and Flags	181.02
Swansea Council – Skatepark DOC Planning Fee	115.00
Total	732.03

2-	Income	£
	HMRC - VAT Refund	20,361.18
	OCA – Ostreme Centre Rent Oct 2021 – March 2022	3,500.00
	Swansea Council – Precept Instalment 1 2022/23	195,033.54
	Total	218,894.72

3 -	Bank Balances at 11/05/2022	£
	Current Account	21,949.52
	Savings Account	2,235,819.80
	Total	2,257,769.32

4 - Budget Monitoring to 31/03/2022

The Budget Monitoring reports to 31/03/2022 are summarised in the table below.

Service	Budget £	Actual £	+/- Under/Over £
Community & Social Development	1,089,150	-1,173,066	2,262,216
Culture, Tourism & Communications	135,600	51,365	84,235
Environmental	76,500	55,025	21,475
Finance & Compliance	151,700	84,324	67,376
Ostreme Centre	9,650	6,769	2,881
General Fund	41,550	20,025	21,525
Office Costs	11,900	10,669	1,231
Payroll	94,100	103,646	-9,546
Contingency	51,800	0	51,800
Total	1,661,950	-841,243	2,503,193

All virement approved by Council to 31/01/2022 and all earmarked reserves to be carried forward from 2020/21 agreed at Council on 14/12/2021 have now been included in the budget for 2021/22.

The Budget Monitoring report shown above has been impacted by the PWLB loan of £1,205,000 borrowed to fund the Underhill Grant on 30/03/2022. Excluding

the loan, the actual expenditure to 31/03/2022 is £363,757 which represents 21.9% of the annual budget for 2021/22.

This is not the final outturn position for 2021/22 as any invoices paid in 2022/23 which relates to 2021/22 will be charged back to 2021/22 as part of the closing of accounts process.

Progress Report - Implementation of Job Evaluation Outcomes

- 1.1 In September 2021, One Voice Wales was commissioned by Mumbles Community Council to undertake a job evaluation of each of the four roles within the current staff establishment.
- 1.2 The exercise was completed for the Clerk to the Council, the Assistant Clerk/ Responsible Officer and the Marketing, Editorial and Events Planner. The post of Environmental Engagement Officer was not valued as the post holder failed to submit the job evaluation questionnaire.
- 1.3 The outcome of the job evaluations formed the basis of the recommendations in the report, which can be summarised as follows:-

	Current Grade (Pro-rata)	Proposed Band / Grade (Pro-rata)
Clerk to the Council	Nalc: LC2,(24-28) 25 - £30,095 26 - £30,984 27 - £31,895 28 - £32,798	Nalc: LC3, (33 – 36) Full Time Equivalent Salaries (eff. 01.04.21) 33 –£37,568 34- £38,553 35 - £39,571 36 - £40,578
Assistant Clerk to the Council / Responsible Officer	Nalc. LC2 (18-23) 18 - £25419 19 - £25,927 20 - £26,446 21 - £26,975 22 - £27,514 23 - £28,226	23 – £28,226 24 - £29,174 25 - £30,095
Marketing, Editorial and Events Planner	NJC Grade 6 (Points 11-17) 11 - £22,129 12 - £22,571 13 - £23,023 14 - £23,484 15 - £23,953 16 - £24,432 17 - £24,920	NJC 19 – £25,927 20 - £26,446 21 - £26,975 22 - £27,514

- 1.4 It should be noted that at the time of the report's publication, the annual pay award for 2021/22 had not been agreed. This has now been agreed and the figures shown in table 1 are based on the revised scales. It should be noted that the pay award for 2022/23 has not yet been agreed.
- 1.5 In a Special Meeting of the council held on 27 January 2022, the following recommendations received from the Personnel Committee were resolved by the Council.
- 1. Review of the Staffing Structure of the Council.**
- That MCC adopt the recommendations in the report with the implementation being guided by an appointed personnel services contractor
- 2. Job Evaluation of Postholders**
- That MCC adopt the recommendations in the report with the implementation being guided by an appointed personnel services contractor.
- 1.6 In the March meeting of the Council NSP HR Solutions Ltd was appointed, following a tendering process, to provide HR support to the council in implementing the recommendations from the One Voice Wales report and to provide retained HR services to MCC.
- 1.7 In Appendix 1 of the report, a detailed assessment of the specific responsibilities and scope of the Clerk's role concluded that there was one factor that was above the substantive benchmark criteria; two factors that were in line with the substantive benchmark criteria, and four factors that were below the substantive benchmark criteria. The recommendation was therefore that the post should be graded in line with LC3 (below substantive benchmark range SCP 33-36).
- 1.8 One Voice Wales' Report authored by Paul Egan detailed that the council should determine which of the following two options it wished to implement:
- a) Grade the post on an incremental scale in accordance with the pay scales based on below the substantive benchmark criteria for LC3 (points 33 to 36)
 - b) Choose a spot salary from within this range to be reviewed on an annual basis.
- The report added that *"In my experience it is normal for community clerk posts to be graded on an incremental scale rather than a spot salary although the national pay scheme provides for Councils to select a spot salary from within the range and it is recommended that in the case of deciding a spot salary, the Council undertakes an annual review to determine whether there should be any change to the sport salary level"*.
- 1.9 Existing practice has been that staff have been appointed on pay bands and that subject to proper performance, they may progress through the increments

of the designated pay points. Increments are awarded in the April, subject to the authorisation of the Chair.

- 1.10 The Assistant Clerk / Responsible Finance Officer: The report recommended that if the Council accept the grading assessment for the Clerk to the Council, that the salary of the Assistant Clerk/Responsible Financial Officer is based on 75% of the Clerk's salary and rounded so that is specifically links to spinal column points in the national pay scales.
- 1.11 The Marketing, Editorial and Events Planner: Appendix 2 of the report lays out the specific job evaluation criteria and assessment for this post. The report notes that the outcome shows a significant increase in the salary level of the post.
- 1.12 **Recommendation 1** : That the Council approve option a). To grade all three posts on the incremental scales in accordance with the pay scales identified from the Job Evaluation outcomes for all three posts.
- 1.13 The resolution passed on 27th January to implement the outcomes of the Job Evaluation did not consider the effective date of the new grades. However, In the section of the report titled "Results of Job Evaluation of Postholders", on page 4, paragraph 5.3 states "*The Council may also wish to consider whether to backdate salary increases to 1st April 2021*"
- 1.14 **Recommendation 2**: It is recommended that the effective date of the gradings is considered by the Personnel Committee and that a recommendation is made to Council that the gradings are retrospectively applied to take effect from **1st April 2021**.
- 1.15 **Recommendation 3**: That in the event that Recommendation 2 takes some time, that so as not to further prolong the implementation of the Job Evaluation recommendations, that in the May payroll, the Chair approves the instruction to amend introduce the new Grades with effect from **1st April 2022**, and that every effort is made to consider Recommendation 2 in time to enable the June payroll to reflect the outcome once the matter has been resolved by the council.
- 1.16 **Recommendation 4**: In recent discussions, it has also been brought to my attention that the Marketing, Editorial and Events Planner's contract is a rolling temporary contract. It is recommended that this contract is now made permanent.

12/05/22

Nicola Perkins

HR Consultant – NSP HR Solutions Ltd.