

**Minutes of the Meeting of
Mumbles Community Council
held on 10 January 2023 at 6.30 pm
(Hybrid Meeting at the Ostreme Centre and via Zoom)**

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

Officer Present: Paul Beynon and Steve Heydon

C02301-01

Apologies for Absence

Mike Parkin

C02301-02

Declarations of Interest

None

C02301-03

Presentation by Down to Earth

Down to Earth gave another brief presentation on their work to date on developing Ostreme

C02301-04

Public Participation

Members of the public asked questions

C02301-05

Minutes of the Monthly Meeting held on 13 December 2022

RESOLVED to approve the Minutes of the Monthly Meeting held on 13 December 2022 as a correct record.

C02301-06

Clerk's Report

The Clerk advised the Council on the position regarding the 3 casual vacancies and answered questions.

C02301-07

Chair's Report

The Chair read her report.

RESOLVED to note the report

C02301-08 Financial Report

RESOLVED that the electronic payments be retrospectively approved.

C02301-09 2023/24 Precept

AGREED not to set the precept for the 2023/24 financial year.

C02301-10 2023/24 Budget

RESOLVED to set the budget for the following cost centres: Office Costs, Payroll, General Fund and Ostreme Centre excluding the Welsh Translation budget in General Fund. (See Appendix 2).

C02301-11 Langland Tennis Court 3 – Fencing and Gate

RESOLVED that Standing Orders be suspended to allow the matter to be re-visited within six months of the original decision.

RESOLVED that a formal tendering exercise is commenced for the replacement fencing for court 3 with support from a suitably qualified professional at an estimated cost of £3-4,000.

RESOLVED that the quote of £4,400 to install a Clubspark gate together with maintenance costs of £536/year for a 5 year contract is referred back to the Community and Social Development Committee.

C02301-12 MumblesFest Task and Finish Group Terms of Reference

One amendment was proposed and approved.

RESOLVED to approve the terms of reference – see Appendix 3

C02301-13 Questions to the Chair of the Finance and Compliance Committee

C02301-14 Questions to the Chair of the Community and Social Development Committee

C02301-15 Questions to the Chair of the Environmental Committee

C02301-16 Questions to the Chair of the Culture, Tourism and Communications Committee

Meeting Closed at 8.22pm



Appendix 1

Payments for Retrospective Approval

		£	£	£
01/12/22	Maverick – Skatepark Payment Notice 3	67,114.55	13,422.91	80,537.46
01/12/22	Siany DJ Solutions - Halloween Party	250.00	0.00	250.00
01/12/22	OCA - Coffee with Friends Hall Hire November 2022	204.00	0.00	204.00
01/12/22	Hurley & Davies – Underhill Payment Notice 11	965.00	193.00	1,158.00
01/12/22	SA1 Solutions - IT Support	74.25	14.85	89.10
01/12/22	Taylor Bowden-Parry – Photography and Video Skatepark	375.00	0.00	375.00
01/12/22	MJ’s Gardening Services – Removal of Rubbish from Ostreme	182.00	0.00	182.00
01/12/22	Claire Anderson – Phone October 2022	10.00	0.00	10.00
01/12/22	Amazon – Kids Gardening Gloves Bulb Planting	94.70	0.00	94.70
01/12/22	Amazon - Gardening Trowels Bulb Planting	61.67	0.00	61.67
02/12/22	Cllr Phil Keeton – Remuneration 2022/23	120.00	0.00	120.00
02/12/22	All About The Image – MCC Area Photography	250.00	0.00	250.00
02/12/22	DWJ Group – World Cup Banner Competition Banners	99.00	19.80	118.80
02/12/22	Cartwn Cymru – Welsh Translation	270.00	54.00	324.00
02/12/22	Hurley & Davies – Skatepark Phase 2 Payment Notice 3	1,519.60	303.92	1,823.52
02/12/22	Hurley & Davies – Skatepark Phase 1 Payment Notice 3	1,190.60	238.12	1,428.72
02/12/22	Paul Beynon – Printer Paper	9.25	0.00	9.25
02/12/22	Cllr Carrie Townsend Jones – Coffee with Friends Cakes 22/11/2022	4.31	0.00	4.31
02/12/22	Swansea Council – Southend Gardens Christmas Tree Rent	100.00	0.00	100.00
02/12/22	Swansea Council – West Cross Christmas Tree Rent	100.00	0.00	100.00
02/12/22	Swansea Council – Oystermouth Christmas Tree Rent	100.00	0.00	100.00
02/12/22	Swansea Council – Blackpill Christmas Tree Rent	100.00	0.00	100.00
02/12/22	Cllr Phil Keeton – West Cross Community Quiz	42.59	0.00	42.59

02/12/22	Joanne Caulfield – SA3 Magazine Warm Hubs Advert	50.00	0.00	50.00
02/12/22	Swansea Council – Floral Decorations 2022	9,557.14	1,911.43	11,468.57
07/12/22	Bourne2Dig – Remove soil for New Paths Norton Nature Reserve	2,600.00	0.00	2,600.00
07/12/22	Gower Sheds Ltd – New Ostreme Shed Deposit	300.00	0.00	300.00
09/12/22	Meg Jordan – Mileage November 2022 and Waste Bags	10.75	0.00	10.75
09/12/22	Meg Jordan – Groundsperson Knee Pads	21.00	0.00	21.00
09/12/22	Meg Jordan – Groundsperson Clothing	49.50	0.00	49.50
09/12/22	Virgin Media – Phone and Broadband November 2022	73.58	14.72	88.30
09/12/22	Rosie Cooze – Coffee with Friends Cakes 29/11/2022	2.45	0.00	2.45
09/12/22	Apogee - Photocopying	60.00	12.00	72.00
12/12/22	Amazon – Wi-Fi Extender E&SEO Home Office Equipment	27.49	5.50	32.99
12/12/22	Amazon – Bluetooth Mouse E&SEO Home Office Equipment	13.32	2.67	15.99
12/12/22	Amazon – Stylus Pen E&SEO Home Office Equipment	24.12	4.83	28.95
12/12/22	Amazon – Back Support E&SEO Home Office Equipment	13.32	2.67	15.99
12/12/22	Amazon – Bluetooth Keyboard E&SEO Home Office Equipment	27.15	5.44	32.59
14/12/22	Clr Carrie Townsend Jones – Coffee with Friends 29/11/2022	2.94	0.00	2.94
14/12/22	High Speed Training – Food Hygiene and Safety Training	180.00	36.00	216.00
14/12/22	Claire Anderson – Phone November 2022	10.00	0.00	10.00
14/12/22	MCA – Underhill Grant Payment Notice 12	164,387.68	0.00	164,387.68
17/12/22	Amazon – Photo Frames World Cup Banner Competition	22.46	4.50	26.96
17/12/22	HMRC – Payroll Deductions Month 8	3,688.10	0.00	3,688.10
17/12/22	OCA – Room Hire 25/11/2022	18.75	0.00	18.75
17/12/22	Amazon – Greener Glitter Warm Hubs Activity	17.94	0.00	17.94
17/12/22	Amazon – Ribbon Warm Hubs Activity	8.32	1.67	9.99
17/12/22	Amazon – Wire Rings Warm Hubs Activity	8.57	1.72	10.29

17/12/22	SA1 Creative – Multimedia Consultant December 2022	700.00	140.00	840.00
17/12/22	Amazon – Office Kettle	20.82	4.16	24.98
17/12/22	SA1 Solutions – IT Support	54.45	10.89	65.34
17/12/22	Amazon – RFO Notebook	3.99	0.80	4.79
17/12/22	Amazon – Love Actually Blu-ray Christmas Lunch 10/01/2022	8.52	1.71	10.23
19/12/22	SA1 Solutions – IT Support	3.60	0.72	4.32
19/12/22	Taylor Bowden-Parry – Skatepark Photography and Video Visit 5	375.00	0.00	375.00
19/12/22	Npower – Electricity West Cross Christmas Tree	20.29	1.01	21.30
19/12/22	Turf Direct – Chipped Bark for Ostreme and Orchard	130.00	26.00	156.00
19/12/22	Mumbles Bowls Club - Grant	1,811.40	0.00	1,811.40
19/12/22	St John Ambulance – Laser Show	521.50	104.30	625.80
19/12/22	OCA – Hall Hire Coffee with Friends December 2022	204.00	0.00	204.00
19/12/22	Maverick – Skatepark Payment Notice 4	74,415.87	14,883.17	89,299.04
19/12/22	Swansea Council – Pension Contributions November 2022	3,744.58	0.00	3,744.58
21/12/22	Barclaycard – December 2022 see below	1,928.64	0.00	1,928.64
22/12/22	Staff Salaries - December 2022	8,325.11	0.00	8,325.11
23/12/22	MCA – Underhill Grant Payment Notice 13	104,083.32	0.00	104,083.32
23/12/22	Mumbles Traders – Family Gun Days and Laser Show	430.00	0.00	430.00
23/12/22	Dave Cottle – Piano Coffee with Friends 20/12/2022	100.00	0.00	100.00
23/12/22	Rosie Cooze – Coffee with Friends Cakes 20/12/2022	15.64	0.00	15.64
23/12/22	Jules Rees – Removal of Rubbish from Ostreme	90.00	0.00	90.00
28/12/22	All Saints Church – Ostreme Lease	3,750.00	0.00	3,750.00
03/01/23	OCA – Minor Hall Rent	800.00	0.00	800.00
	Total	455,947.83	31,422.51	487,370.34

Barclaycard Purchases – December 2022 Statement

Click Up – Collaboration and Project Management Tool	616.25
Catalyst2 Services – Additional Disk Space	6.00
Etsy – Laptop Stand E&SEO Home Office Equipment	42.39
Nordana Home – E&SEO Home Office Chair	168.00
Adobe - Adobe Creative	51.98
Gedney Bulb Company - Bulbs	711.60
Catalyst 2 – Website Hosting	16.79
Argos – Bank Card Reader Batteries	5.00
Giff Gaff – RFO Mobile Phone	6.00
Microsoft – Online Services	146.64
Microsoft – Online Services	140.40
Breathe – HR System	15.60
Apple – Additional Storage	0.79
1 and 1 IONOS – Councillors Website	1.20
Total	1,928.64

Appendix 2

Approved Budget Headings

Mumbles Community Council - Budget 2023/24

Items	Amount £	RFO Authorised
Office Costs		
Broadband and Telephone	1,300	✓
Stationery	500	✓
Postage	50	✓
Photocopying	600	✓
Total	<u>2,450</u>	
Payroll		
Salary	133,300	✓
Pension - Employers Contributions	32,100	✓
National Insurance - Employers Contributions	9,800	✓
Chair/Vice Chair's Remuneration	2,000	✓
Committee Chair's Remuneration	2,000	✓
Councillor's Remuneration	2,700	✓
Accountants Fees (Payroll)	400	✓
HR Support	5,000	✓
Total	<u>187,300</u>	
General Fund		
Insurance	2,500	✓
Subscriptions	450	✓
Scribe Accounting Package	1,000	✓
Survey Monkey	400	✓
Adobe Creative	500	✓
Zoom	250	✓
Website, Email Hosting and Domain Name	3,000	✓
IT Support	2,000	✓
Audit Fee	1,200	✓
One Voice Wales	3,200	✓
Elections	16,500	✓
Rental for Parish Online Maps	350	✓
Miscellaneous	2,500	✓

Councillors Individual Fund	18,000	✓
Carer's Allowance	1,800	✓
Click Up	650	✓
Breathe HR System	150	✓
Welsh Translation	0	✓
Total	54,450	

Ostreme Centre

Salaries	28,100	✓
Pension - Employers Contributions	4,900	✓
National Insurance - Employers Contributions	1,900	✓
Rent	15,000	✓
Electricity	4,000	✓
Gas	2,500	✓
Water	600	✓
Insurance	3,000	✓
Minor Maintenance	3,000	✓
Annual Gas Safety Check	200	✓
Annual Fire Alarm Check (2)	300	✓
Annual Fire Extinguisher Check	100	✓
Burglar Alarm Contract	150	✓
Music Licence	500	✓
Trade Waste Removal	500	✓
Broadband and Telephone	600	✓
Business Rates	750	✓
Ostreme Centre - Hire	-30,000	✓
Total	36,100	

Appendix 3**MumblesFest Task and Finish Group
Terms of Reference****1. Mission**

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

It will be formed in September each year and operate until the following August.

2. Objectives

- a. To showcase musical talent and ensure a fun and safe event.
- b. That priority is given to local traders where possible.
- c. To provide a mix of Welsh Language and English Language bands/performers
- d. To ensure that no single use plastic is used on the site and to be as low carbon an event as possible.
- e. To ensure that traders use recyclable / degradable containers and glasses etc.
- f. To ensure that all schools be invited to form a choir singing in both Welsh and English

3. Composition**a. Membership**

The Task and Finish Group will consist of a minimum of five and a maximum of nine councillors appointed annually by Council.

(Members of the public can be co-opted onto the Group at any time during the year. Co-opted members will have no voting rights)

b. Chairship

Full Council will appoint the Chair of the Task and Finish Group annually, in consultation with members of the Task and Finish Group.

c. Meetings

The Task and Finish Group will agree a regular date and time for meetings. The Task and Finish Group will agree a time for meetings based on the majority of its members availability and will meet as required but will be a minimum of once a month.

d. Voting

The non-voting members may not vote on resolutions.

e. Quorum

The quorum for a meeting will be no less than 3

f. Rules and Regulations

The Councillors CODE OF CONDUCT will apply to all members of the Task and Finish Group

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

4. Rights and Powers

- a. No expenditure to be incurred unless it has complied with all Financial Regulations.
- b. To delegate powers to the Clerk and RFO to purchase items up to £1,000 if approved by MumblesFest Task and Finish Group by a recorded majority vote.
- c. Powers are delegated to the RFO to appoint the contractors to fulfil the logistical roles.
- d. Must produce a written update each month to full Council including a breakdown of all expenditure incurred.
- e. Any accommodation costs required for performers will be approved by full Council.
- f. All local pubs/bars be invited to tender to have a stand in the Beer Tent with three or four bars selected by the RFO in consultation with the MumblesFest Task and Finish Group to be given contracts.
- g. All publicity and signage by MCC to be bilingual.
- h. We will aim to ensure a balance of musical acts that will be an attraction as well as showcasing local talent.

5. Responsibilities



The Task and Finish Group is responsible for ensuring all Council policies and procedures are adhered t.

