

Minutes of the Monthly Meeting of Mumbles Community Council held on 14 March 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, Rhian Evans, Richard Jarvis, Rob Marshall, Helen Nelson, Angela O'Connor, Martin Neill, Mike Parkin and Will Thomas

Officer Present: Paul Beynon

C02303-01 Apologies for Absence

Phil Keeton, Sara Keeton, Francesca O'Brien and Ian Scott

C02303-02 Declarations of Interest

Cllrs Angela O'Conner and Rob Marshall declared in personal interest in Minute 2303-19 Recommendations from MumblesFest Task and Finish Group and they personally know some of the proposed performers.

C02303-03 Public Participation

No members of the public were present at the meeting

C02303-04 Minutes of the Monthly Meeting held on 10 January 2023 and the Special Council Meetings held on 31 January 2023 and 21 February 2023.

RESOLVED to approve the Minutes of the Monthly Meeting held on 10 January 2023 and the Special Council Meetings held on 31 January 2023 and 21 February 2023 as a correct record.

C02303-05 Clerk's Report

There was no Clerk's Report this month

C02303-06 Chair's Report

The Chair read her report and it was noted that a Memorial Ceremony will be held at Norton Nature Reserve and Community Garden on 25 March 2023 at 11am to plant a tree in memory of former Clerk, Steve Heydon.

RESOLVED to note the report

C02303-07 Finance Reports for January 2023 and February 2023

RESOLVED that:

1. The electronic payments shown in Appendix 1 and Appendix 2 be retrospectively approved.
2. That £2,000 be vired from FC5 Training Courses to FC7 Hybrid Meeting Equipment as the budget did not reflect the full cost of the scheme approved by Council in March 2022.
3. That £7,200 is vired from the Contingency to OC1 Rent to cover the monthly rent payment for the Minor Hall as no budget was set as it was expected that the new licence for the operation of the Ostreme Centre would have been signed by 01/04/2022.

Recommendations from the Finance and Compliance Committee**C02303-08 Friends of Clyne Gardens Grant Application**

RESOLVED that a grant of £1,000 is made to the Friends of Clyne Gardens to help provide free events of concerts and activities during Clyne in Bloom from the Small and Medium Grants budget (FC1)

C02303-09 Volunteering Policy

RESOLVED that the Volunteering Policy be adopted by Council.

C02303-10 Linden Church / Red Community Project Grant Application

RESOLVED that a grant of £5,000 per year for the next 3 years be made to the Linden Church / Red Community Project to support the West Cross Youth Club from the Annual Grant budget (FC16)

C02303-11 Questions to the Chair of the Finance and Compliance Committee

There were no questions.

Recommendations from the Culture, Tourism and Communications Committee**C02203-12 Multimedia Consultant Task and Finish Group**

RESOLVED that a Multimedia Consultant Task and Finish Group is established to prepare a Service Level Agreement with SA1 and to monitor performance against the Agreement during the first quarter of 2023/24.

Any Councillors wishing to join the Multimedia Consultant Task and Finish Group should inform the RFO/Assistant Clerk by Friday, 24 March 2023.

C02303-13 Questions to the Chair of the Culture, Tourism and Communications Committee

There were no questions.

C02303-14 New Council Website

RESOLVED that approval is given for the new website to go live but that all councillors are requested to review the website and bring any amendments required to the attention of the RFO/Assistant Clerk. A further review of the website will be undertaken at a future Council meeting.

Cllr Pamela Erasmus joined the meeting at 6.56pm

C02303-15 Skatepark Rain Garden

RESOLVED that the purchase of the plants for the Rain Garden be approved using funds available from the Grass Verge Scheme (ENV8) in the Environmental Committee budget.

C02303-16 Questions to the Chair of the Community and Social Development Committee

In response to a question, the Chair reported that the Skatepark launch event – the Skatepark Jam – will take place on 10 June 2023.

C02303-17 Questions to the Chair of the Environmental Committee

No questions were asked.

C02303-18 Exclusion of Press and Public

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

C02303-19 Recommendations of the MumblesFest Task and Finish Group

RESOLVED that:

1. The list of performers circulated be approved at a total cost of £3,750 and that the MumblesFest Task and Finish Group be given delegated powers to agree alternative acts if any of the performers listed are unavailable but the total cost of the performers is not to be exceeded.
2. The stage host circulated be approved at a cost of £500
3. The Children's Entertainment be 2 inflatables, a circus workshop and face painting with the inflatables being moved further away from the bar area.

Cllr Will Thomas joined the meeting at 7.37pm

C02303-20 Ostreme Centre Redevelopment

RESOLVED that:

1. Following a public tender exercise and tender evaluation undertaken by Down to Earth on behalf of Mumbles Community Council that Childs Sulzmann are appointed as the Architect and Principal Designer for the Ostreme Centre Redevelopment.
2. As no tenders were received for the Civil Engineer and Structural Engineer that a simplified process be undertaken by Down to Earth to obtain quotes for the roles.

Cllr Richard Jarvis joined the meeting at 8.07pm

C02303-21 Confidential Personnel Matters

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

RESOLVED that:

1. The Marketing, Events and Editorial Planner and Environmental and Sustainability Engagement Officer receive an increment on 01/04/2023.
2. The recruitment process for a new Clerk is conducted by Nicola Perkins (HR Consultant) and Paul Egan (One Voice Wales)
3. All staff are either provided with a work phone or are paid a monthly allowance of £10 for the use of their own phone for work purposes as recommended in The National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services.
4. The RFO/Assistant Clerk is paid for the additional hours worked until a new Clerk is appointed at the Clerk's hourly rate.
5. Due to the severe staff crisis being experienced by the Council that all except the most urgent work is suspended for a period of 3 months. A list of the urgent work which will continue was agreed.

Appendix 1

Payments for Retrospective Approval - January 2023

	£	£	£
03/01/23 Nisbets – Crockery and Cutlery	612.16	122.43	734.59
05/01/23 Hurley & Davies – Underhill Payment Notice 11	690.00	138.00	828.00
05/01/23 Hurley & Davies – Skatepark Phase 1	1,190.60	238.12	1,428.72
05/01/23 Hurley & Davies – Skatepark Phase 2	1,519.60	303.92	1,823.52
05/01/23 Badgemaster - Badges	13.67	2.73	16.40
05/01/23 Cllr Carrie Townsend Jones – Warm Hubs	16.00	0.00	16.00
12/01/23 Swansea Council – Pension Contributions December 2022	2,530.08	0.00	2,530.08
12/01/23 Virgin Media – Phone and Broadband December 2022	76.02	15.20	91.22
12/01/23 Npower – Electricity West Cross Christmas Tree November 2022	31.49	1.57	33.06
12/01/23 Amazon – Bands for Ostreme Signage	4.41	0.88	5.29
12/01/23 Amazon – Paper Table Cloth	10.91	2.18	13.09
12/01/23 Amazon – Bands for Ostreme Signage	4.41	0.88	5.29
12/01/23 Down to Earth – Ostreme Development Consultant	11,250.00	2,250.00	13,500.00
12/01/23 Nisbets – Soup Kettles x 4	363.34	72.66	436.00
13/01/23 HMRC – Payroll Deductions Month 9	1,861.78	0.00	1,861.78
13/01/23 Rosie Cooze – Warm Hubs 03/01/2023	8.30	0.00	8.30
13/01/23 Rosie Cooze – Warm Hubs 03/01/2023	7.72	0.00	7.72
13/01/23 Rosie Cooze – Cutlery Trays x 2	7.98	0.00	7.98
13/01/23 Lydia Graham – Parking for Litter Pick	2.00	0.00	2.00
13/01/23 Lydia Graham – Flask for Volunteer Day	34.19	0.00	34.19
13/01/23 Lydia Graham – Punch for Volunteer Day	17.95	0.00	17.95
13/01/23 Lydia Graham – Compostable Cups for Volunteer Day	7.89	0.00	7.89
13/01/23 Lydia Graham – Florist Wire	3.99	0.00	3.99
13/01/23 Lydia Graham – Train Fare for Training and Evening Events	6.80	0.00	6.80
13/01/23 Atkins Accountants – Payroll Q3 2022/23	55.00	11.00	66.00
13/01/23 Art Masters UK – Mayals Craftathon	400.00	0.00	400.00
13/01/23 Cllr Carrie Townsend Jones – Cakes for Mumbles Christmas Party 10/01/2023	10.22	0.00	10.22
13/01/23 Cllr Carrie Townsend Jones – Nozeco for Mumbles Christmas Party 10/01/2023	31.60	0.00	31.60

13/01/23	Rosie Cooze – Paper Serviettes	4.70	0.00	4.70
13/01/23	Swansea Council - Wildflowers	272.00	0.00	272.00
13/01/23	Chai Delicatessen – Mumbles Christmas Party 10/01/2023 Dinners	600.00	0.00	600.00
13/01/23	Fresh Creative – Mayals Craftathon	436.00	0.00	436.00
13/01/23	Gower Sheds – Ostreme Shed Balance	4,550.00	0.00	4,550.00
13/01/23	Swansea Council – May 2022 Election	9,558.93	0.00	9,558.93
18/01/23	Taylor Bowden-Parry – Skatepark Photography and Video	375.00	0.00	375.00
18/01/23	Amazon – Printer Cartridges for RFO	36.02	7.20	43.22
23/01/23	BT Group – Back Up Service	29.85	5.97	35.82
23/01/23	Barclaycard January 2023 – see below	894.29	0.00	894.29
25/01/23	SA1 Creative – Multimedia Consultant January 2023	700.00	140.00	840.00
25/01/23	Amazon – Printer Lead	3.24	0.65	3.89
25/01/23	Amazon – Kitchen Storage Basket	12.97	2.59	15.56
25/01/23	SA1 Solutions – IT Support	39.15	7.83	46.98
25/01/23	Amazon – USB Cable	12.73	2.55	15.28
25/01/23	Amazon – HDMI Cable	6.37	1.27	7.64
25/01/23	Amazon – Tea Towels	6.64	1.33	7.97
25/01/23	One Voice Wales - Training	210.00	0.00	210.00
25/01/23	Nurse and Payne – Memorial Cleaning x 2	700.00	140.00	840.00
25/01/23	OCA – Warm Hubs Hall Hire January 2023	372.00	0.00	372.00
25/01/23	Amazon – Docking Station	10.87	2.18	13.05
25/01/23	Amazon – USB Cable	3.23	0.65	3.88
25/01/23	Amazon – HDMI Cable	6.26	1.26	7.52
25/01/23	Amazon – Hybrid Meeting Equipment Laptop	792.53	158.51	951.05
25/01/23	MCA – Underhill Grant Payment Notice 14	84,219.10	0.00	84,219.10
25/01/23	Staff Salaries – January 2023	8,047.65	0.00	8,047.65
28/01/23	Hurley and Davies – Underhill Project Manager Payment Notice 14	740.00	148.00	888.00
28/01/23	Rosie Cooze – Soup and Cakes Lunch with Friends 24/01/2023	26.04	0.00	26.04
28/01/23	Cllr Phil Keeton – West Cross Warm Hub 20/01/2023	14.38	0.00	14.38
28/01/23	Rosie Cooze – Cakes Lunch with Friends 24/01/2023	9.00	0.00	9.00

28/01/23	Clr Carrie Townsend Jones – Butter Lunch with Friends 17/01/2023	3.00	0.00	3.00
28/01/23	Cartwn Cymru – Welsh Translation	45.00	9.00	54.00
28/01/23	Rosie Cooze – Tea Bags and Tea/Sugar Containers	8.63	0.00	8.63
28/01/23	Phillips Services (Wales) – Christmas Lights 2022	17,356.57	3,471.31	20,827.88
01/02/23	OCA – Minor Hall Rent	800.00	0.00	800.00
	Total	151,670.26	7,259.87	158,930.13

Barclaycard Purchases – January 2023 Statement

Reach Publishing – Evening Post	107.27
HSI Global – Flask for Volunteer Day	37.99
Process Driven – Click Up Training	63.54
Catalyst2 Services – Additional Disk Space	6.00
Adobe - Adobe Creative	51.98
Catalyst 2 – Website Hosting	16.79
Giff Gaff – RFO Mobile Phone	6.00
HMV – Love Actually DVD Mumbles Christmas Party	9.99
Craftsea – Warm Hub Activity	289.71
Microsoft – Online Services	146.64
Microsoft – Online Services	140.40
Breathe – HR System	15.60
Apple – Additional Storage	0.79
Google Storage	1.59
Total	894.29

Appendix 2

Payments for Retrospective Approval – February 2023

	£	£	£
03/02/23 Peter Lynn – Legal Fees MumblesFest Alcohol Licence January 2023	218.00	43.60	261.60
03/02/23 Peter Lynn – Legal Fees MumblesFest Alcohol Licence Nov/Dec 2022	574.20	114.84	689.04
03/02/23 Civitas Law – Legal Fees MumblesFest Alcohol Licence	675.00	135.00	810.00
10/02/23 Maverick – Skatepark Construction Payment Notice 5	67,117.12	13,423.42	80,540.54
10/02/23 Louise Watkins – Illustrations for Norton Nature Reserve Signs	700.00	0.00	700.00
14/02/23 Clear Translations – Welsh Translation December 2022	305.26	61.06	366.32
14/02/23 HMRC – Payroll Deductions Month 10	2,005.85	0.00	2,005.85
14/02/23 Amazon – Magnetic Tape for A Boards	7.46	1.49	8.95
14/02/23 Amazon – Replacement Covers for A Boards	22.50	4.50	27.00
14/02/23 Amazon – Paper Tablecloth	10.91	2.18	13.09
14/02/23 Amazon – Stock Pot	21.49	0.00	21.49
14/02/23 Amazon – RFO Printer Cartridges	43.73	8.75	52.48
14/02/23 Amazon – Butter Portions	14.79	0.00	14.79
14/02/23 Amazon – Food and Freezer Bags	3.50	0.70	4.20
14/02/23 Amazon – Jumbo Dish Brush	1.67	0.33	2.00
17/02/23 Peter Lynn – Legal Fees Ostreme Centre	900.00	0.00	900.00
21/02/23 Hurley and Davies – Skatepark Project Manager Phase 1	1,190.60	238.12	1,428.72
21/02/23 Hurley and Davies – Skatepark Project Manager Phase 2	1,519.60	303.92	1,823.52
21/02/23 Swansea Council – Pension Contributions January 2023	2,460.19	0.00	2,460.19
21/02/23 Barclaycard February 2023 – see below	1,415.16	0.00	1,415.16
23/02/23 Cllr Carrie Townsend Jones – West Cross Warm Space	27.80	0.00	27.80
23/02/23 Glasdon – Skatepark Picnic Table	1,002.79	200.56	1,203.35
23/02/23 Lydia Graham – Office Notepad	29.95	0.00	29.95
23/02/23 Lydia Graham – Litter Pick Parking	3.00	0.00	3.00
23/02/23 Cllr Carrie Townsend Jones – Warm Hub 14/02/2023	16.78	0.00	16.78

24/02/23	Fresh Creative – Norton Nature Reserve Container Mural	1,505.00	0.00	1,505.00
24/02/23	Virgin Media – Broadband and Phone January 2023	73.50	14.70	88.20
24/02/23	Cllr Pam Erasmus – West Cross Warm Space 03/02/2023	5.55	0.00	5.55
24/02/23	Npower – Electricity West Cross Xmas Tree December 2022	32.61	1.63	34.24
24/02/23	Community Sites – Digital Archive	1,762.62	352.52	2,115.14
24/02/23	SA1 Creative – Multimedia Consultant February 2023	700.00	140.00	840.00
24/02/23	Cllr Carrie Townsend Jones – Warm Hub 17/01/2023	20.11	0.00	20.11
24/02/23	Amazon – Paper Serviettes	4.29	0.86	5.15
24/02/23	Amazon – Cloakroom Tickets	1.99	0.40	2.39
24/01/23	Amazon – Cooking Thermometer	4.95	0.00	4.95
24/02/23	Rosie Cooze – Warm Hub Raffle Prizes	8.45	0.00	8.45
24/02/23	Cllr Carrie Townsend Jones – Warm Hub 31/01/2023	25.27	0.00	25.27
24/02/23	Cllr Sara Keeton – Warm Space Board Game	19.80	0.00	19.80
24/02/23	OCA – Warm Hub Hall Hire February 2023	272.00	0.00	272.00
24/02/23	Claire Anderson – Mobile Phone December 2022 and January 2023	20.00	0.00	20.00
24/02/23	The Acorn Workshop – SMUGS Signage	2,085.00	417.00	2,502.00
24/02/23	Bourne2Dig – SMUGS Paths	2,650.00	0.00	2,650.00
24/02/23	Gill Morris – Warm Hub Cakes	6.00	0.00	6.00
24/02/23	Navilens – SMUGS Braille Alternative	479.00	0.00	479.00
24/02/23	Staff Salaries – February 2023	7,507.59	0.00	7,507.59
25/02/23	Beardsley and Williams – SMUGS Gates	2,045.81	0.00	2,045.81
25/02/23	We Create – Photography and Video for Skatepark and Underhill	1,500.00	300.00	1,800.00
25/02/23	Clear Translations – Welsh Translations December 2022	391.14	78.20	469.34
25/02/23	Amazon – Replacement Covers for A Boards	11.25	2.25	13.50
25/02/23	Amazon – Butter Portions	13.90	0.00	13.90
25/02/23	Amazon – Coffee Mugs	13.32	2.67	15.99
25/02/23	Amazon – Tablecloth	11.66	2.33	13.99
25/02/23	Amazon – Magnetic Tape for A Boards	19.47	3.90	23.37
25/02/23	Amazon – Jumbo Dish Brush	2.50	0.50	3.00

25/02/23	Amazon – Paper Cloth Cover	21.82	4.36	26.18
25/02/23	Amazon – Wiping Roll	15.82	3.16	18.98
25/02/23	SA1 Solutions – IT Support	55.80	11.16	66.96
25/02/23	Amazon – Tree Pruner	81.66	16.33	97.99
25/02/23	Amazon – Multi Tool	61.62	12.32	73.94
25/02/23	Amazon – Loppers x 3	104.22	20.84	125.06
25/02/23	Amazon – Super Glue	3.33	0.66	3.99
25/02/23	Amazon – A3 Laminating Pouches	9.96	1.99	11.95
25/02/23	Cllr Carrie Townsend Jones – Warm Hub 21/02/2023	54.42	0.00	54.42
25/02/23	Cllr Carrie Townsend Jones – Warm Hubs Coffee	3.15	0.00	3.15
25/02/23	Vivian Hall – Mayals Councillor Surgeries and Craftathon	112.50	0.00	112.50
25/02/23	Davies Coaches – Warm Hub 28/02/2023	100.00	0.00	100.00
25/02/23	Fresh Creative – Mayals Electrical Boxes	730.00	0.00	730.00
25/02/23	Fire Safety Direct – Fire Extinguisher Sign and Stand	60.85	12.17	73.02
25/02/23	Lydia Graham – Scan SMUGS Illustrations	5.00	0.00	5.00
25/02/23	Swansea Council – Cleaning SLA April – September 2022	7,701.22	0.00	7,701.22
26/02/23	Amazon – Whiteboard Pens	5.83	1.17	7.00
26/02/23	Amazon – Compostable Coffee Cups SMUGS Open Day	14.14	2.82	16.96
28/02/23	Swansea Tree Society – Tree Planting Workshop SMUGS Open Day	150.00	0.00	150.00
28/02/23	LSV Water – SMUGS Water Bottle Filler Connection	1,810.00	362.00	2,172.00
28/02/23	Dwr Cymru Welsh Water – SMUGS Water Bottle Filler Connection	3,146.00	635.40	3,781.40
28/02/23	Signomatic – SMUGS Raised Bed Signs	80.92	16.18	97.10
28/02/23	Alain Thomas Consultancy – SMUGS Evaluation Report	912.50	0.00	912.50
28/02/23	Fluid Branding Recycled Notebooks SMUGS Open Day	160.00	32.00	192.00
28/02/23	Rachel Jamison V Hub – Catering SMUGS Open Day	150.00	0.00	150.00
01/03/23	OCA – Minor Hall Rent	800.00	0.00	800.00
	Total	117,830.79	16,987.89	134,818.68

Barclaycard Purchases – February 2023 Statement

1 and 1 IONOS – Councillors Website	1.20
Reach Publishing – Evening Post	29.87
The Willow Bank – SMUGS Willow Arch	103.95
Toolstation – Wood Treatment Ostreme Shed	33.59
Catalyst2 Services – Additional Disk Space	6.00
Adobe - Adobe Creative	51.98
Catalyst 2 – Website Hosting	20.39
Giff Gaff – RFO Mobile Phone	6.00
Microsoft – Online Services	146.64
Microsoft – Online Services	140.40
1 and 1 IONOS – Councillors Website	1.20
Envato – Digital Goods	41.04
Breathe – HR System	15.60
Apple – Additional Storage	0.79
1 and 1 IONOS – Councillors Website	30.60
Google Storage	1.59
Red 17 – SMUGS and Community Orchard Noticeboards	784.32
Total	1,415.16